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Report

STUDY OF POLICE MANAGEMENT
VOLUME V
TARGETED INFORMATION PROCESSING SYSTEMS (TIPS): GENERAL DESIGN SPECIFICATIONS

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CHAPTER I

INTRODUCTION

A. Background to the Study

In the spring of 1976, Decision Dynamics Corporation was asked by the Ministry of the Solicitor General to conduct a study of police management information systems for Canadian municipal police forces.

The objective of the project is specified as: "develop management information systems specifications that could be used by Canadian police departments to guide future information systems development. Documents developed through the study would represent source books, handbooks or standards which police forces could use to identify first, their own information requirements and second, the general specifications of information system required to meet these needs".

This volume is the last of five separate reports which, together, comprise the total documentation arising out of the "Police Management Information Systems" study.

The final study report is separated into five major volumes. They are:

- Volume I: Technical Alternatives and Development Initiatives for Canadian Police; in this volume we project current trends in policing for Canadian municipal jurisdictions and their implications on the need for MIS in the future.

- Volume II: Police Management Information Systems Developments in the United States: A Comparative Review; in this report, we review MIS development in American police jurisdictions and extract a number of basic "lessons" for the Canadian audience.

- Volume III: Police Management Information Systems: The Canadian Experience; here we describe MIS initiatives in a number of Canadian police forces and conclude with comments about the development process in the Canadian environment.

- Volume IV: Targeted Information Processing System (TIPS): A Development Program for Police Management Information Systems; this volume contains a conceptual framework for developing a Management Information System in a Canadian police jurisdiction. The major emphasis is on "why?" and "how?".

- Volume V: Targeted Information Processing System (TIPS): General Design Specifications; this final volume contains most of the technical design qualities of the TIPS framework presented in the previous Volume IV. Each TIPS component is described by a general flow chart illustrating inputs, output reports and file interactions. The contents of each file are described in terms of the various record types and data elements.

These five volumes are "stand-alone" in scope. Each can be read without reference to the others. Each contains a perspective on police MIS at a different level of generalization and detail.

In addition to these five major volumes, we have provided a short monograph entitled, Police Management Information Systems Study: Summary and Conclusions. This is designed for more extensive distribution to a broader audience which may be interested only in the highlights of the project.

B. Purpose of This Volume

The purpose of this volume is to supplement the descriptions of TIPS as presented in Volume IV. In a sense, this volume should be viewed as an appendix to the material contained in Chapter 4 of Volume IV.

The chapter which follows this introduction contains descriptions of the 19 different components of TIPS. The descriptions include a general flow chart, listing of on-line terminal capabilities, and a hard-copy batch reporting facilities for each component.

The next chapter contains descriptions of each file defined within the TIPS framework. The file descriptions include a general description of the file, the record types contained, and the data elements associated with each record type.

The last chapter provides detailed descriptions of several important data elements. These descriptions include sample codes and definitions for those data elements associated with each record type.

The reader is invited to read the background material contained in Volume IV before reading this volume. A number of basic concepts and organizational aspects of MIS are presented and should serve as an introduction to detailed descriptions of TIPS contained in this volume.

Finally, we stress that all of the material in this volume should be assessed by Canadian police interims of local needs and priorities. TIPS is not a model MIS; it is designed to illustrate the approach to developing an MIS.

CHAPTER II

TIPS COMPONENTS

This chapter contains descriptions of the 19 TIPS components as outlined in Table II-1 and Figure II.1. The mains purpose of these descriptions is to illustrate the types of input data required, the types of output reports produced and the interrelationships among the various files contained within the TIPS framework.

On Table II-1 we have listed the components of the TIPS system. These coincide with the components which have been developed earlier in Volume IV. On Figure II.1, we have arranged these 19 components into a pyramid representation; this is a classic MIS graphic which shows how the various components interrelate. At the bottom level, we have the transactional or "record keeping" components; these contain files which are required to keep records. At the next level, we have the statistical components; these are derived from the records and are used to monitor operations. Finally, we have the planning component; this uses statistics and forecasts to help the police force plan for the future.

Each component is described by the following:

- General Description; a brief narrative description.
- Schematic; a general flow chart indicating input types, output records, input files and updated files.
- Component Summary; a listing of the following types of information:

.. section responsible for the data entry function,
.. type and sources of input,
.. updated files,
.. number of on-line terminal reports, and,
.. special report request feature.

- On-Line Terminal Reports; a summary definition of on-line reports produced and the primary users.

- Hard-Copy Batch Reports; a summary definition of the various batch and reports produced and the primary users.

TIPS COMPONENT SUMMARY

COMPONENT NAME: Field Support

General Description

Field Support is, without a doubt, the single most important component of TIPS. It is designed to support the field reporting activities related to three basic types of input, including:

- Occurrence Reports
- Field Observation Reports
- Dispatch Records

Data are extracted from these input document types in the Central Records section, and entered into the system via on-line terminals. The system automatically creates entries in the following index files:

- Master Name Index
- Master Address Index
- Master Vehicle Index

An abstract record is created for each input document and stored on the appropriate file.

Six different on-line data retrieval formats have been identified including:

- Name Check
- Address Check

COMPONENT NAME: Field Support

General Description (continued)

- Vehicle Check
- Occurrence Abstract
- Field Observation Abstract
- Dispatch Abstract

These retrieval formats allow the user decentralized access to the files containing the cross-reference indexes and abstracted data.

Seven different hard-copy batch reports have been identified as output. These include:

- Patrol Beat Summary
- Patrol Area Summary
- Departmental Summary
- Criminal Occurrences Summary
- Primary Occurrences Follow-Up Request
- Departmental Occurrences Exception
- Dispatch Summary

These reports are used in the daily management and control of field activities, primarily in the Patrol service function.

The Field Support component also includes a message distribution facility whereby special attention requests

COMPONENT NAME: Field Support

General Description (continued)

can be distributed throughout the Patrol areas on a need-to-know basis. This feature allows management to enter into the system descriptions of areas or beats which require some special attention or action on an exception basis.

Finally, a number of summary of statistical records are generated for each input transaction and deposited on the following files:

- Field Statistics
- Activity Log
- Case Follow-Up

COMPONENT NAME: Field Support (continued)

Section Responsible for Data Entry

Central Records

Input Data Types	Sources
Occurrence Reports	All Field Staff
Field Observations	Patrol
Dispatch Records	Communications
Special Attentions	Senior Management
	Crime Prevention

Input Files	Updated Files
Geo-Coded Address Index	Occurrence Report Abstract
	Field Observation Report Abstract
	Dispatch Record Abstract
	Special Attentions
	Case Follow-Up
	Activity Log
	Field Statistics
	Master Name Index
	Master Address Index
	Master Vehicle Index

Number of On-Line Terminal Reports	6
Number of Hard-Copy Batch Reports	9
Special Report Request Feature	No

COMPONENT NAME: Field Support (continued)

On-Line Terminal Reports

Report Type	Primary Users
Name Check keyed by name, sex, and date of birth list of file and record references related to requested name	Patrol Criminal Investigation Crime Prevention Special Services Traffic Central Records Communications
Address Check keyed by street address list of file and record references related to requested address	Patrol Criminal Investigation Crime Prevention Special Services Traffic Central Records Communications

COMPONENT NAME: Field Support (continued)

Report Type	Primary Users
Vehicle Check keyed by licence number list of file and record references related to requested vehicle	Same as above
Occurrence Report Abstract keyed by case number listing of details related to specified case multi-screen format for terminal report	Patrol Criminal Investigation Crime Prevention Special Services Central Records Property
Field Observation Report Abstract keyed by field observation report number listing of details related to specific field observation incident	Crime Prevention Criminal Investigation Special Services

COMPONENT NAME: Field Support (continued)

Report Type	Primary Users
Dispatch Record Abstract keyed by case number listing of details related to the calls-for-service information of specified case	Patrol Traffic Central Records Criminal Investigation

COMPONENT NAME: Field Support (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Special Attentions organized by individual officer badge number within responsibility centre code message contents displayed produced each shift or as required	Patrol (Sergeants and Constables) Traffic
Bulletin listing of special attentions and messages to be distributed to all patrol officers produced each shift	Patrol (Sergeants and Constables) Traffic
Patrol Beat Summary organized by atom within beat for all beats summary listing of occurrences and dispatched calls-for-service for same shift of previous day produced each shift	Patrol (Area Commanders)

COMPONENT NAME: Field Support (continued)

Report Type	Primary Users
Patrol Beat Summary organized by atom within beat for all beats summary listing of occurrences and dispatched calls-for-service for same shift of previous day produced each shift	Patrol (Sergeants)
Patrol Area Summary organized by beat within area for all areas summary frequency counts of occurrences and dispatched calls-for-service by nature of occurrence and complaint produced daily	Patrol (Area Commanders)

COMPONENT NAME: Field Support (continued)

Report Type	Primary Users
Departmental Summary	
organized by beat within area within department summary frequency counts of occurrence and calls-for-service by nature of occurrence and nature of complaint produced daily	Senior Managers Crime Prevention
Criminal Occurrence Summary	
organized by major type of crime within classification scheme summary listing of occurrences under each category distributed according to type of crime (i.e., Drug Squad receives report on drug related occurrence) produced daily	Criminal Investigation Special Services

COMPONENT NAME: Field Support (continued)

Report Type	Primary Users
Dispatch Summary organized by beat within area within department listing of average response times by type of complaint produced daily	Senior Managers Patrol (Area Commanders) Communications
Primary Occurrence Follow-Up Request organized by individual case requiring follow-up produced by matching Dispatch Record Abstract and Occurrence Report Abstract files to determine which reported complaints should have an occurrence report and do not report distributed to patrol sergeant responsible produced daily	Patrol (Sergeants)

COMPONENT NAME: Field Support (continued)

Report Type	Primary Users
Departmental Occurrence Exception produced for individual case a summary listing of data related to predefined types of serious occurrences (e.g., murder, rape, etc.) produced on an exception basis only (i.e., if there are none of the specified types of crimes, no report is produced) other produced daily	Senior Managers

COMPONENT NAME: Juvenile Reporting

General Description

The Juvenile Reporting component is targeted to meet the specific information processing needs of the Juvenile service function. Juvenile Reports are abstracted and input into the system via on-line terminals. For each Juvenile report entered into the system, the following files are updated:

- Juvenile Report Abstract
- Activity Log
- Case Follow-Up
- Field Statistics
- Master Juvenile Index

Two different on-line data retrieval formats have been identified, including:

- Juvenile Name Check
- Juvenile Report Abstract

This feature allows officers in the Juvenile section to perform name checks and retrieve juvenile case records via an on-line keyboard terminal when and as required. We have identified one hard-copy batch report format which provides managers in the Juvenile section with a daily summary of reported juvenile occurrences. The basic features

General Description (continued)

and facilities of the Juvenile Reporting are similar to those of the Field Support component. However, the scope is obviously narrower; it involves a restriction of access to sensitive juvenile information to the officers in the Juvenile section.

COMPONENT NAME: Juvenile Reporting (continued)

Section Responsible for Data Entry

Central Records

Input Data Type	Source
Juvenile Reports	Patrol and Juvenile Officers

Input Files	Updated Files
Geo-Coded Address Index	Juvenile Report Abstract
	Activity Log
	Case Follow-Up
	Field Statistics
	Master Juvenile Index

Number of On-Line Terminal Reports	2
Number of Hard-Copy Batch Reports	1
Special Report Request Feature	No

COMPONENT NAME: Juvenile Reporting (continued)

On-Line Terminal Report

Record Type	Primary Users
Juvenile Name Check	
keyed by name, sex and date of birth list of juvenile case number references related to requested name	Juvenile
Juvenile Report Abstract	
keyed by juvenile case number listing of details related to specified juvenile case	Juvenile

COMPONENT NAME: Juvenile Reporting (continued)

Hard-Copy Batch Reports

Record Type	Primary Users
Juvenile Report Summary organized by beat within area within department summary listing of juvenile occurrences produced daily	Juvenile

COMPONENT NAME: Summons and Summary Conviction Ticket Reporting

General Description

The purpose of the Summons and Summary Conviction Ticket Reporting component is to generate reports on various enforcement statistics. All summonses and summary conviction tickets are abstracted and input into the system via on-line terminals. Field Officers have a remote access capability whereby individual abstracts of summonses and summary conviction tickets can be displayed on a terminal. Two different hard-copy output report formats have been identified including:

- Area Enforcement Summary
- Departmental Enforcement Summary

These reports are used by the higher level officers in the command structure to determine the level of enforcement broken down by the various geographic areas in the jurisdiction. The Summons and Summary Ticket Conviction Reporting component updates a number of files including:

- Activity Log
- Field Statistics
- Master Name Index
- Master Address Index
- Master Vehicle Index

COMPONENT NAME: Summons/Summary Conviction Ticket Reporting (continued)

Section Responsible for Data Entry

Central Records

Input Data Types	Sources
Summons	Patrol and Traffic Officer
Summary Conviction Ticket	Patrol and Traffic Officer

Input Files	Updated Files
Geo-Coded Address Index	Summons/Summary Conviction Ticket Abstract Activity Log Field Statistics Master Name Index Master Address Index Master Vehicle Index

Number of On-Line Terminal Reports	1
Number of Hard-Copy Batch Reports	2
Special Report Request Feature	No

COMPONENT NAME: Summons/Summary Conviction Ticket Reporting (continued)

On-Line Terminal Reports

Report Type	Primary Users
Summons/Summary Conviction Ticket Abstract	
keyed by Summons or Summary Conviction Ticket number display of summary data related to specified Summons or ticket produced as required	Patrol Traffic Central Records

COMPONENT NAME: Summons/Summary Conviction Ticket Reporting (continued)

Hard Copy Batch Reports

Report Type	Primary Users
Area Enforcement Summary organized by beat within area within department summary count of number of tickets and Summonses listed by "Nature of Offence" code produced daily	Patrol Traffic
Departmental Enforcement Summary one page for whole department summary count of number of tickets and Summonses listed by "Nature of Offence" code for each patrol area produced daily	Senior Commanders

COMPONENT NAME: Motor Vehicle Collision Reporting

General Description

The Motor Vehicle Collision Reporting component provides facilities for storing and reporting on traffic accidents. The Motor Vehicle Collision Report is the only source on input. Data from the MVC reports are abstracted and entered into the system via on-line terminals located in the Central Records section. Officers in the traffic section have remote access to abstracts of individual collision reports via on-line terminals. Three hard-copy reports are produced by this component including:

- Area Summary of Collision
- Departmental Summary of Collisions
- Collision Follow-Up Investigation Request

The first two reports are statistical summaries used by higher level officers in the command structure. The third report is used as a reminder for traffic officers to perform further investigation on specified accidents.

A number of files are updated by this component including:

- Activity Log
- Field Statistics
- Case Follow-Up
- Master Name Index
- Master Address Index
- Master Vehicle Index

COMPONENT NAME: Motor Vehicle Collision Reporting (continued)

Section Responsible for Data Entry

Central Records

Input Data Types	Sources
Motor Vehicle Collision Reports	Traffic and Patrol

Input Files	Updated Files
Geo-Coded Address Index	Motor Vehicle Collision
	Report Abstract
	Activity Log
	Field Statistics
	Case Follow-Up
	Master Name Index
	Master Address Index
	Master Vehicle Index

Number of On-Line Terminal Reports	1
Number of Hard-Copy Batch Reports	3
Special Report Request Feature	No

COMPONENT NAME: Motor Vehicle Collision Reporting (continued)

On-Line Terminal Reports

Report Type	Primary Users
Collision Report Abstract	
keyed by Collision number display of summary data related to specified collision as requested produced as required	Patrol Traffic Central Records

COMPONENT NAME: Motor Vehicle Collision Reporting (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Collisions - Area Summary	
organized by type of collision within Atom Code within "Beat Code" within area summary listing of motor vehicle collisions produced daily	Patrol Traffic Central Records
Collision Follow-Up Investigation Request	
organized by area listing of all motor vehicle collisions requiring follow-up investigation produced daily	Patrol Traffic Central Records

COMPONENT NAME: Motor Vehicle Collision Reporting (continued)

Report Type	Primary Users
Collisions - Departmental Summary	
organized by type of collisions within area frequency count of the number of accidents produced daily	Patrol Traffic Senior Management

COMPONENT NAME: Property and Evidence Control

General Description

The purpose of the Property and Evidence Control component is to facilitate the control and disposition of various articles which are turned in as lost and found or confiscated as evidence. There are two types of input including:

- Property/Evidence Tag
- Property/Evidence Disposal Notice

The Tag is used to uniquely identify an item stored in the Property section. The Disposal Notice is used by the Property section to initiate the disposal of articles being held as evidence or lost and found. This component provides an on-line data retrieval feature whereby a Property/Evidence Status Report can be displayed on a terminal located in the Property section. The hard-copy report formats include:

- Property Disposal Notice
- Evidence Disposal Notice
- Property and Evidence Summary

The two disposal notices are used by the property section to control the disposition of various articles. The Property and Evidence summary is used to provide a statistical summary to senior management.

COMPONENT NAME: Property and Evidence Control (continued)

Section Responsible for Data Entry

Central Records and Property

Input Data Types	Sources
Property/Evidence Tag	Patrol and Criminal Investigation
Property/Evidence Disposal Notice	Property

Input Files	Updated Files
No Input Files	Property and Evidence Occurrence Report Abstract

Number of On-Line Terminal Reports	1
Number of Hard-Copy Batch Reports	3
Special Report Request Feature	No

COMPONENT NAME: Property and Evidence Control (continued)

On-Line Terminal Reports

Report Type	Primary Users
Property/Evidence Status Report	
keyed by tag number	Property
listing of summary data	Central Records
elements associated with the	Criminal Investigations
item requested	Special Services
produced on demand	Identification

COMPONENT NAME: Property and Evidence Control (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Property Disposal Notice	
organized by tag number listing of all found pieces of property ready for disposal indicating the storage location for each item produced weekly	Property
Evidence Disposal Notice	
produced for each individual piece of evidence ready for disposal summary listing of pertinent data related to evidence including tag number, officer responsible, case number, case status, etc. produced weekly	Property Criminal Investigations Special Services Identification

COMPONENT NAME: Property and Evidence Control (continued)

Report Type	Primary Users
Property and Evidence Summary organized by property type summary listing of number of items received, number of items disposed, value of items received, value of items disposed, etc. produced monthly	Property Senior Management

COMPONENT NAME: Field Statistics

General Description

The Field Statistics component is designed to generate a variety of statistical reports using the Field Statistics file which is updated by a number of components at the transactional level including:

- Field Support
- Summons and Summary Conviction Ticket Reporting
- Motor Vehicle Collision Reporting
- Juvenile Reporting

Ten different report formats have been identified. These include:

- Weekly Operations Summary
- Occurrence Summary
- Day of Week Dispatch Summary
- Time of Day Dispatch Summary
- Response Time Summary
- Statistics Canada Summary
- Field Observations Summary
- Collision Summary
- Enforcement Summary
- Juvenile Occurrence Summary.

COMPONENT NAME: Field Statistics (continued)

General Description (continued)

With the exception of the Weekly Operations Summary, all of the other statistical reports are produced monthly. The primary purpose of these reports is to provide a breakdown of what is happening within the various patrol areas and beats. A special report request feature is also designed into this component so that unique requests for displays of field data can be generated by accessing the Field Statistics files. Some possible examples include:

- detailed breakdown of calls-for-service by type of complaint, day of week, time of day, area and beat for a specified period of time
- detailed breakdown of calls-for-service by type of complaints for each atom within the patrol beats and areas for a specified period of time
- detailed breakdown of collisions by type of collision for each atom within the patrol beats and areas for a specified period of time

Such a feature should be capable of responding to the special requests generated by the users in the field.

COMPONENT NAME: **Field Statistics**

Section Responsible for Data Entry

Central Records

Input Data

no source document inputs

Input Files	Updated Files
Statistics	Field Statistics Summary

Number of On-Line Terminal Reports	None
Number of Hard-Copy Batch Reports	10
Special Report Request Feature	Yes

COMPONENT NAME: Field Statistics (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Weekly Operations Summary organized by beat within area within department summary listing of the number of calls-for-service, occurrences, field observation, collisions, Summonses, Summary Conviction tickets, and arrests by beat within each area produced weekly	Senior Command Central Records Patrol Traffic Criminal Investigation Special Services Crime Prevention
Occurrence Summary organized by beat within area within department summary listing of occurrences by beat within area produced monthly	Senior Command Central Records Patrol Traffic Criminal Investigations Special Services Crime Prevention

COMPONENT NAME: Field Statistics (continued)

Report Type	Primary Users
Response Time Summary	
organized by beat within area	Senior Command
within department	Central Records
summary listing of average	Communications
response times broken down	Patrol
by type of complaint for	Traffic
each beat within each area	
produced monthly	
Statistics Canada	
listing of frequency totals	Senior Command
of occurrences by Statistics	Central Records
Canada classification codes	outside agencies
produced monthly	(Statistics Canada)

COMPONENT NAME: Field Statistics (continued)

Report Type	Primary Users
Day of Week Dispatch Summary organized by beat within area within department summary totals and averages per day of calls-for-service broken down by type of complaint and day of week for each beat within each area produced monthly	Senior Command Central Records Communications Patrol Traffic Criminal Investigations Special Services Crime Prevention
Time of Day Dispatch Summary organized by beat within area within department summary totals of calls-for-service broken down by type of complaint and time of day (1 hour segments) for each beat within each area produced monthly	Senior Command Central Records Communications Patrol Traffic Criminal Investigations Special Services Crime Prevention

COMPONENT NAME: Field Statistics (continued)

Report Type	Primary Users
Field Observation Summary	
organized by beat within area within department summary totals of field observation by shift produced monthly	Senior Command Central Records Crime Prevention Patrol
Enforcement Summary	
organized by beat within area within department summary totals of summonses and summary conviction tickets by shift produced monthly	Senior Command Central Records Patrol Traffic
Collision Summary	
organized by beat within area within department summary totals of reported collisions by type of collision and by time of day within each beat produced monthly	Senior Command Central Records Patrol Traffic

COMPONENT NAME: Field Statistics (continued)

Report Type	Primary Users
Juvenile Summary	
organized by beat within area within department summary totals of number of juvenile offenders reported by type of offender produced monthly	Senior Command Central Records Juvenile

COMPONENT NAME: Field Statistics (continued)

Special Report Request Examples

detailed breakdown of calls-for service by type of complaint, day of week, time of day, area and beat for specified period of time

detailed breakdown of calls-for-service by type of complaint for each atom within beat within area for specified period of time

detailed breakdown of collisions by type of collision for each atom within beat within area for specified period of time

detailed breakdown of calls-for-service by type of complaint displayed by time interval (monthly periods) for specified atoms or beats or areas

COMPONENT NAME: Crime Analysis

General Description

The Crime Analysis component is designed to generate statistical reports which are keyed on the crime or nature of occurrence dimension of field statistics. In the Field Statistics component, the reporting capabilities were focussed primarily on the geographical breakdown of occurrence and calls-for-service or dispatch data. The Crime Analysis component consists of a special report request feature which allows the user access to the Field Statistics file in order to generate "crime" related statistical reports. For example, the typical criminal analysis report request may involve the generation of a hard-copy report displaying the number of robberies for a whole year distributed by time of day, day of week, beat and patrol area. The Crime Analysis component is intended to be used primarily on an exception basis as required.

COMPONENT NAME: Crime Analysis

Section Responsible for Data Entry

- no direct data entry (strictly reporting)

Input Data

None

Input Files	Updated Files
Field Statistics	None

Number of On-Line Terminal Reports	None
Number of Hard-Copy Batch Reports	1
Special Report Request Feature	Yes

COMPONENT NAME: Crime Analysis (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Crime Rates	
keyed by type of occurrence listing of frequencies and percentages of each type of occurrence across all beats within areas within department produced monthly	Crime Prevention Patrol

COMPONENT NAME: Crime Analysis (continued)

Special Report Request Examples

specific types of crime displayed according to atoms within beats within areas within department

specific types of crime displayed according to time of day and day of week by beats within areas within department

COMPONENT NAME: Personnel Reporting

General Description

The Personnel component is designed to manage and report on all historical data related to police department staff. These data include:

- biographical information
- service record
- discipline history
- commendation history
- training history
- skills inventory
- education history
- accident history
- performance and evaluation information

In view of the sensitive nature of this type of information, all data entry is performed by staff in the Personnel and Training section using on-line terminals. Two hard-copy report formats have been identified including:

- Performance Review Notice
- Personnel Summary

In addition, a special report request feature is specified as part of the Personnel component. This should allow users to request special reports which may include the following types of listings:

COMPONENT NAME: Personnel Reporting

General Description (continued)

- skills inventory by skill type and rank
- educational background by diploma type and rank
- average age by rank
- turnover rate by rank
- average sick-time by rank
- etc.

The Personnel component is second only to the Field Support component in terms of importance and impact on departmental decision making.

COMPONENT NAME: Personnel Reporting

Section Responsible for Data Entry

Personnel and Training

Input Data Type	Source
Personnel Application	applicant
Performance Review	supervisors and managers
Commendations	senior management
Disciplinary Actions	senior management
Termination Notice	senior management
Retirement Notice	personnel and training
Promotion Notice	senior management
Change Notice for Address, Marital Status, etc.	personnel and training
Training Report	personnel and training
Skills and Education Change Notice	staff

Input Files	Updated Files
None	Personnel History
	Master Name Index
	Master Address Index

Number of On-Line Terminal Reports	1
Number of Hard-Copy Batch Reports	2
Special Report Request Feature	Yes

COMPONENT NAME: Personnel Reporting (continued)

On-Line Terminal Reports

Report Type	Primary Users
Personnel Report Abstract	
keyed by individual badge number listing of all biographical, training, skills, performance, etc. data as required produced on demand	Personnel and Training (restricted)

BATCH NAME: Personnel Reporting (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Performance Review Notice organized by badge number within responsibility centre list of staff due for a performance review and the date due within the month produced monthly	Personnel and Training all supervisors and managers who have staff reporting to them for performance review purposes
Personnel Summary departmental summary indicating current level of staff by rank, number of new hires, number of terminations, number retiring, etc. produced monthly	Personnel and Training Senior Management

COMPONENT NAME: Personnel Reporting (continued)

Special Report Request Examples

skills inventory by skill and rank

educational background by diploma/degree code and rank

average years of service in each rank

average age by rank

turnover rate by rank

average sick time by rank

COMPONENT NAME: Court Liaison

General Description

The purpose of the Court Liaison component is to provide an information processing interface between the police department and the courts. The utilization and deployment of police manpower resources are profoundly affected by court decisions on the scheduling of court cases. The Court Liaison provides the officers working in the Court Liaison section a facility for capturing court docket information and generating police defined and required court schedule reports. Two different report formats have been identified including:

- Individual Court Appearances
- Court Schedule Summary

In addition, we have identified one on-line data retrieval format whereby a Court Case Summary can be displayed on a terminal. The data entry function is performed using terminals in the Court Liaison section. A Court Docket file is updated for each addition or change in the court docket.

COMPONENT NAME: Court Liaison (continued)

Section Responsible for Data Entry

Central Records and Court Liaison

Input Data Type	Source
Court Docket	Court Administration

Input Files	Updated Files
Personnel History	Court Docket

Number of On-Line Terminal Reports	1
Number of Hard-Copy Batch Reports	2
Special Report Request Feature	No

COMPONENT NAME: Court Liaison (continued)

On-Line Terminal Reports

Report Type	Primary Users
Court Case Summary	
keyed by individual court case number a summary listing of scheduling data related to the case requested	Court Liaison

COMPONENT NAME: Court Liaison (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Individual Court Appearance Report keyed by individual officer a list of dates, times and locations related to expected court appearances produced daily	Patrol Criminal Investigation Traffic Special Services Court Liaison
Court Schedule Summary organized by court case number a summary listing of court appearances produced daily	Court Liaison

COMPONENT NAME: Officer Scheduling

General Description

The purpose of the Officer Scheduling component is to facilitate the preparation of officer shift schedules. The input types include:

- court case scheduling information captured by the Court Liaison component and stored on the Court Docket file
- master shift rotation schedule
- special assignments
- changes to duty roster

The hard-copy output report formats include:

- Patrol Area Duty Roster
- Individual Officer Schedule
- Manpower Schedule Summary

In addition, this component has two different on-line terminal reports including an Officer Summary and Active Duty List Summary.

COMPONENT NAME: Officer Scheduling (continued)

Section Responsible for Data Entry

Central Records and Patrol Sergeants

Input Data Types	Sources
Assignment Notices	Senior Command
Master Rotation Schedule	Patrol
On-Line Duty List Changes	Patrol Sergeants

Input Files	Updated Files
Court Docket	Duty Roster
	Active Duty List
	Personnel History

Number of On-Line Terminal Reports	2
Number of Hard-Copy Batch Reports	3
Special Report Request Feature	No

COMPONENT NAME: Officer Scheduling (continued)

On-Line Terminal Reports

Report Type	Primary Users
Officer Summary keyed by individual officer badge number a listing of on-duty and off-duty assignments produced on demand	Patrol Traffic
Active Duty List organized by patrol beat within area within department listing of all officers and their particular beat assignment or special duty assignement including court produced for each shift	Patrol Traffic Communications

COMPONENT NAME: Officer Scheduling (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Area Duty Roster	
organized by badge number	Patrol
within area within department	Traffic
listing of officers and their	
shift assignment over specified	
period of days	
produced weekly or bi-weekly	
Individual Officer Schedule	
organized by badge number	Patrol
listing of shift assignments	Traffic
over specified 2 week period	
produced bi-weekly	

COMPONENT NAME: Officer Scheduling (continued)

Report Type	Primary Users
Manpower Schedule Summary organized by area within department a summary listing of the number of officers scheduled off-duty, on-duty, in court and on special assignment by shift for each day of a specified week produced weekly	Patrol Traffic Senior Managers

COMPONENT NAME: Activity Reporting

General Description

The purpose of the Activity Reporting component is to generate statistical reports which reflect the time spent on various field and administrative activities. There are two types of input including:

- Time and Activity Reports
- Activity Log File

Time and Activity Reports reflect the time spent by staff on various special activities including court time, sick-time, overtime, special assignments, etc. The Activity Log file is updated by a number of components at the transactional level including:

- Field Support
- Motor Vehicle Collision Reporting
- Summons and Summary Conviction Ticket Reporting

The reports generated by this component include:

- Weekly Staff Summary
- Overtime Summary
- Court Time Summary
- Sick Time Summary
- Special Assignment Summary
- Monthly Staff Summary
- Monthly Activity Summary

COMPONENT NAME: Activity Reporting

Section Responsible for Data Entry

Central Records

Input Data Type	Source
Time and Activity Report	all staff

Input Files	Updated Files
Activity Log	Personnel History
	Activity Summary

Number of On-Line Terminal Reports	None
Number of Hard-Copy Batch Reports	7
Special Report Request Feature	No

COMPONENT NAME: Activity Reporting (continued)

Report Type	Primary Users
Weekly Staff Summary keyed by individual badge number summary frequency count of various activities (calls served, reports written, etc.) and accounting of time in terms of days off, sick time, court time, etc. produced weekly	all supervisors
Overtime Summary organized by responsibility centre listing of overtime by staff (name and badge number) produced monthly	all supervisors Accounting and Payroll
Court Time Summary organized by responsibility centre listing of court spent by staff produced monthly	all supervisors

COMPONENT NAME: Activity Reporting (continued)

Report Type	Primary Users
Sick Time Summary organized by responsibility centre listing of sick time by individual staff produced monthly	all supervisors Personnel and Training
Special Assignment organized by individual staff within each responsibility centre listing of special assignements produced monthly	all supervisors
Monthly Staff Summary keyed by individual badge number summary accounting of time for the month and frequency counts of various activities (calls served, reports written, etc.) produced monthly	all supervisors

COMPONENT NAME: Activity Reporting (continued)

Report Type	Primary Users
Monthly Time and Activity Summary	
organized by responsibility centre	Senior Management
summary of the following data; - number of man-hours - number of overtime hours - number of sick days - number of court time hours - number of calls served - number of occurrence reports written - number of field observations - etc.	all supervisors
produced monthly	

COMPONENT NAME: Case Tracking

General Description

The purpose of the Case Tracking component is to assist with the assignment of cases which require some form of follow-up action and with the management of office case loads. A record is created for cases requiring follow-up by the appropriate transactional component. For example, a record on the Case Follow-Up file is created for a criminal case reported and processed in the Field Support component. The Case Tracking component accesses the Case Follow-Up file and accepts on-line input of Case Assignment data in order to create an up-to-date status on each case requiring follow-up. Status reports on individual officer case loads and individual cases can be displayed on on-line terminals. Five different hard-copy reports are generated by this component. These include:

- Case Load Summary
- Case Status Review
- Case Follow-Up Reminder
- Case Follow-Up Summary
- Case Management Summary

Five files are updated by this component. These files include:

COMPONENT NAME: Case Tracking (continued)

General Description (continued)

- Personnel History
- Property and Evidence
- Occurrence Report Abstract
- Motor Vehicle collision Report Abstract
- Juvenile Report Abstract

COMPONENT NAME: Case Tracking (continued)

Section Responsible for Data Entry

Central Records

Input Data Type	Source
Case Assignment and Status Report	Criminal Investigation, Special Services, Juvenile

Input Files	Updated Files
Case Follow-Up	Personnel History Property and Evidence Occurrence Report Abstract

Number of On-Line Terminal Reports	2
Number of Hard-Copy Batch Reports	5
Special Report Request Feature	No

COMPONENT NAME: Case Tracking (continued)

On-Line Terminal Reports

Report Type	Primary Users
Individual Officer Case Load	
keyed by badge number listing of case assignments, assignment dates and case status information for specified officer produced on demand	Criminal Investigations Special Services Juvenile
Individual Case Status	
keyed by case number listing of case status, assignment date, badge number, of officer responsible for the specified case produced on demand	Criminal Investigations Special Services Juvenile

COMPONENT NAME: Case Tracking (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Case Load Summary	
keyed by badge number	Criminal Investigations
listing of current case	Special Services
assignments for each officer	Juvenile
produced daily	
Case Follow-Up Reminder	
keyed by badge number	Criminal Investigations
listing of assigned cases	Special Services
requiring follow-up	Juvenile
reports for each officer	
produced daily	
Case Follow-Up Summary	
organized by responsibility	Criminal Investigations
centre	Special Services
listing of all unassigned	Juvenile
cases requiring follow-up	
action within each	
responsibility centre	
produced daily	

COMPONENT NAME: Case Tracking (continued)

Report Type	Primary Users
Case Status Review organized by cost centre listing of all cases indicating assignment date and current status including cases suspended or cleared during the one week period produced weekly	Criminal Investigations Special Services Juvenile
Case Management Summary organized by cost centre summary listing of the number of cases actively being investigated, number of cases cleared, number of cases suspended, number of cases resulting in unfounded, average number of cases assigned per investigator, year to-date clearance rate, etc. produced monthly	Senior Management Special Services Juvenile

COMPONENT NAME: Resource Allocation

General Description

The purpose of the Resource Allocation component is to generate projections of case loads and patrol requirements based on trends in the historical data. The following files provide the historical data base:

- Field Statistics
- Activity Log
- Daily Roster
- Case Follow-Up
- Personnel

Three different reports are generated. The Patrol Manpower Projections report displays estimates of the number of calls-for-service and the number of patrol officers required to respond to these calls-for-service, broken down by beats and patrol areas. The Case Load Projections report provides estimates of case load levels for the various police service functions based on projected calls-for-service and follow-up ratios. The third report, Resource Allocation Summary, provides a comparison relative to the availability of manpower resources based on duty roster schedules. All of these reports are produced on a monthly basis and are targeted to the higher levels in the command structure.

COMPONENT NAME: Resource Allocation

Section Responsible for Data Entry

- no direct data entry (strictly reporting)

Input Data

None

Input Files	Updated Files
Field Statistics	None
Activity Log	
Duty Roster	
Case Follow-Up	
Personnel	

Number of On-Line Terminal Reports	None
Number of Hard-Copy Batch Reports	3
Special Report Request Feature	No

COMPONENT NAME: Resource Allocation (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Patrol Manpower Projections	
organized by beats within areas within department projections of future calls-for-service levels by beats within areas within department for each shift within specific period estimated number of officers required to serve projected number of calls-for-service produced monthly	Patrol
Case Load Projections	
organized by responsibility centres projected case load levels based on projected calls-for-service and follow-up ratios produced monthly	Criminal Investigation Special Services Juvenile

COMPONENT NAME: Resource Allocation (continued)

Report Type	Primary Users
Resource Allocation Summary	
organized by responsibility centres summary projections of manpower requirements, calls-for-service, and case loads for each cost centre comparison of manpower requirements to availability based on duty roster schedules	Senior Management

COMPONENT NAME: Budget Control

General Description

The Budget Control component is an extension of the accounting systems designed to assist police managers with the preparation of budgets and the generation of monthly reports comparing budgeted versus actual expenditure levels.

During the budget preparation portion of the over-all annual budgeting cycle, the Budget Control component is used to generate Budget Work Sheets which serve as a guide to police managers to complete their plans for the following year. These Work Sheets are used to capture the following types of data:

- estimates of the number of staff of each rank required by month
- estimates of expenditure levels broken down by account code for each month

During the regular monthly reporting cycle, the Budget Control component generates reports which compare the following:

- the number of man hours of each rank reported versus the budgeted estimates

COMPONENT NAME: Budget Control

General Description (continued)

- the amount expended for each account code versus the budgeted amount

Two types of inputs include:

- man hour expenditures which are derived from the Activity Log file
- actual cost expenditures which are derived from accounting reports

The following files are updated by the Budget Control component:

- Budget
- Actual Expenditures
- Budget Summary

COMPONENT NAME: Budget Control

Section Responsible for Data Entry

Central Records

Input Data Types	Sources
Budget Information	managers and supervisors
work sheets	
actual expenditures	accounting

Input Files	Updated Files
Activity Log	Budget
	Actual Expenditures
	Budget Summary

Number of On-Line Terminal Reports	None
Number of Hard-Copy Batch Reports	5
Special Report Request Feature	No

COMPONENT NAME: Budget Control (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Budget Preparation Work Sheet	
organized by responsibility centres system generated turnaround document used to capture manpower estimates by ranks and cost estimates by month and by expenditure category code produced as required within budget preparation cycle	all managers all supervisors
Manpower Budget	
organized by responsibility centres manpower estimates by month and rank for each cost centre produced as required within budget preparation cycle	all managers all supervisors

COMPONENT NAME: Budget Control (continued)

Report Type	Primary Users
Expenditure Budget	
organized by responsibility centres expenditures estimated by month and type of expenditure for each cost centre produced as required within budget preparation cycle	all managers all supervisors
Monthly Budget Control Statement	
organized by responsibility centres comparison of budgeted vs. actual man hours by rank for each cost centre comparison of budgeted vs. actual expenditures by type of expenditure produced monthly	Senior Managers all managers all supervisors

COMPONENT NAME: Management Reporting

General Description

The Management Reporting component is designed to generate high level management reports which provide comparative cost and field performance statistics. The comparisons involve four different time frames. They include:

- previous month
- current month
- last year-to-date
- this year-to-date

The Types of data elements being compared include:

- budgeted man hours
- actual man hours
- budgeted costs
- actual costs
- number of calls-for-service
- average response time
- average arrival time
- average service time
- number of occurrence reports submitted
- number of collision reports
- number of field observations

COMPONENT NAME: Management Reporting

General Description (continued)

- number of cases investigated
- number of cases cleared
- clearance rate

There are two files which provide the input data. They include:

- Activity Summary (produced by the Activity Reporting component)
- Budget Summary (produced by the Budget Control component)

The Management Reporting component is designed to generate reports at two levels of detail:

- responsibility centre (i.e., individual police service functions as defined by section or organizational unit)
- departmental (an aggregation of costs and activity levels for the police department as a whole).

COMPONENT NAME: Management Reporting

Section Responsible for Data Entry

None

Input Data

Types

None

Input Files	Updated Files
Activity Summary	None
Budget Summary	

Number of On-Line Terminal Reports	0
Number of Hard-Copy Batch Reports	2
Special Report Request Feature	No

COMPONENT NAME: Management Reporting (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Responsibility Centre Summary	
organized by responsibility centre listing of cost and performance data comparing current month to previous month, and current year-to-date and previous year-to-date see attached example produced monthly	Senior Management Responsibility Centre managers and supervisors
Department Summary	
summary for the entire department listing of cost and performance data comparing current month to previous month, and current year-to-date to previous year-to-date see attached example produced monthly	Senior Management

COMPONENT NAME: Management Reporting (continued)

RESPONSIBILITY CENTRE SUMMARY

CODE XXXX DESCRIPTION PATROL AREA 1

DATE XXX XX 19XX

FOR THE MONTH OF XXX 19XX

	LAST MONTH	THIS MONTH	LAST YEAR TO-DATE	THIS YEAR TO-DATE
Budgeted Man hours	XXXX	XXXX	XXXX	XXXX
Actual Man hours	XXXX	XXXX	XXXX	XXXX
Variance	XXXX	XXXX	XXXX	XXXX
Budgeted Costs	XXXX	XXXX	XXXX	XXXX
Actual Costs	XXXX	XXXX	XXXX	XXXX
Variance	XXXX	XXXX	XXXX	XXXX
No. of Calls-For-Service	XXXX	XXXX	XXXX	XXXX
Average Response Time	XXXX	XXXX	XXXX	XXXX
Average Arrival Time	XXXX	XXXX	XXXX	XXXX
Average Service Time	XXXX	XXXX	XXXX	XXXX

COMPONENT NAME: Management Reporting (continued)

DEPARTMENTAL SUMMARY

DATE XXX XX 19XX

FOR THE MONTH OF XXX 19XX

	LAST MONTH	THIS MONTH	LAST YEAR TO-DATE	THIS YEAR TO-DATE
Budgeted Man hours	XXXX	XXXX	XXXX	XXXX
Actual Man hours	XXXX	XXXX	XXXX	XXXX
Variance	XXXX	XXXX	XXXX	XXXX
Budgeted Costs	XXXX	XXXX	XXXX	XXXX
Actual Costs	XXXX	XXXX	XXXX	XXXX
Variance	XXXX	XXXX	XXXX	XXXX
No. of Calls-For-Service	XXXX	XXXX	XXXX	XXXX
No. of Occurrence Reports	XXXX	XXXX	XXXX	XXXX
No. of Collision Reports	XXXX	XXXX	XXXX	XXXX
No. of Field Observations	XXXX	XXXX	XXXX	XXXX
No. of Cases Investigated	XXXX	XXXX	XXXX	XXXX
No. of Cases Cleared	XXXX	XXXX	XXXX	XXXX

COMPONENT NAME: Computer-Assisted Dispatch

General Description

The Computer-Assisted Dispatch is the only truly on-line, real-time application described within the over-all TIPS framework. The main purpose of the CAD component is to assist the communications staff with the four main data processing functions associated with the dispatch of patrol units to the scene of an incident in response to a call-for-service. The first function involves the capture of data about the complainant, the nature of the complaint and the location of incident by dispatch clerks. The dispatch clerk uses an on-line keyboard terminal to key the information into the system as it is received from the complainant. The second major data processing function involves the dispatching of a patrol unit to the scene of the call-for-service. With the CAD component this function is performed by the dispatcher who is assisted by the system in order to determine the most appropriate unit to be dispatched. The system automatically records the time the call is received, and the time the patrol unit is dispatched. The third function involves the recording of the status of individual patrol units. Again, the CAD component assists the dispatcher in maintaining a file containing the status of individual units.

General Description (continued)

After arriving at the scene of a call-for-service, the patrol unit informs the dispatcher who, in turn, enters this into the system. After a patrol unit has cleared the scene, the dispatcher is notified and enters the current status into the system. The fourth major function involves status checking. How many calls-for-service are awaiting dispatch? How many and what units are available for dispatch? Again, the CAD component assists the dispatcher by maintaining updated lists of patrol unit status and calls-for service awaiting dispatch. These can be accessed and reviewed by the dispatcher using an on-line terminal.

The CAD component accesses two major files. The Active Duty List provides an updated list of those officers on duty assigned to various patrol units and beats. The Master Address Index is accessed in order to determine whether or not the reported address is hazardous.

Beyond the real-time processing associated with the functions described above, the CAD component produces two types of output. First of all, for each reported call-for-service, a dispatch record is created and deposited

COMPONENT NAME: Computer-Assisted Dispatch

General Description (continued)

on the Dispatch Record Abstract file which is later processed through the Field Support component. Secondly, a hard copy report displaying summary statistics related to the dispatch function is generated at the end of each shift. The Shift Dispatch Summary provides the managers in the Communications section with a concise breakdown of calls-for-service during the shift by type of complaint within the patrol areas and beats.

COMPONENT NAME: Computer-Assisted Dispatch

Section Responsible for Data Entry

Communications

Input Data Types	Sources
Complaint Data	Complaint clerks
Dispatch Data	dispatcher

Input Files	Updated Files
Active Duty List	Dispatch Record Abstract
Geo-Coded Address Index	
Master Address Index	

Number of On-Line Terminal Reports	3
Number of Hard-Copy Batch Reports	1
Special Report Request Feature	No

COMPONENT NAME: Computer Assisted Dispatch (continued)

On-Line Terminal Reports

Report Type	Primary Users
Dispatch Record Abstract keyed by case number listing of complaint and dispatch related to specified incident or case produced on demand	Communications
Patrol Unit Status organized by Unit number listing of all units and their status (e.g., servicing a call, available, booked off, etc.) produced on demand	Communications
Call Queue Status listing of all calls in order of priority and time call received produced on demand	Communications

COMPONENT NAME: Computer-Assisted Dispatch (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Shift Dispatch Summary organized by beat within area frequency counts of calls-for-service by type of complaint produced after each shift	Communications

COMPONENT NAME: Vehicle Maintenance

General Description

The purpose of the Vehicle Maintenance component of TIPS is to provide the police department with a facility for capturing and reporting important cost information related to purchase, operation, and maintenance of departmental vehicles. There are three types of input processed by this component. These include:

- Gas and Oil Consumption Reports
- Service Report
- Vehicle Purchase

Data on these input documents are recorded by the staff in the Vehicle Maintenance section. The data are entered into the system via on-line terminals located in the Central Records Section. One on-line terminal report format has been designed to display summary cost information on a vehicle as requested. In addition, two hard copy reports are generated by this component. These include:

- Vehicle Cost Summary
- Vehicle Service Request Notice

COMPONENT NAME: Vehicle Maintenance

Section Responsible for Data Entry

Central Records

Input Data Types	Sources
Gas and Oil Consumption Report	Vehicle Maintenance
Service Report	Vehicle Maintenance
Vehicle Purchase Summary	Vehicle Maintenance

Input Files	Updated Files
None	Vehicle Maintenance

Number of On-Line Terminal Reports	1
Number of Hard-Copy Batch Reports	2
Special Report Request Feature	Yes

COMPONENT NAME: Vehicle Maintenance (continued)

On-Line Terminal Reports

Report Type	Primary Users
Vehicle Summary keyed by vehicle number listing of various summary cost data related to the purchase, operation and service charges associated with specified vehicle produced on demand	Vehicle Maintenance Planning and Research

COMPONENT NAME: Vehicle Maintenance (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Vehicle Cost Summary	
organized by type of vehicle	Vehicle Maintenance
report on total and average	Senior Management
cost of operation and maintenance	
of the various types of vehicles	
produced monthly	
Vehicle Service Request Notice	
produced for each vehicle	Vehicle Maintenance
requiring service	Patrol
notice to supervisors	Crime Investigations
indicating when a specified	Special Services
vehicle is to be brought in	Traffic
for major service	
produced weekly	

COMPONENT NAME: Vehicle Maintenance (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Special Requests	
flexible reporting capability for accessing Vehicle Maintenance file possible examples: - special report comparing the cost performance characteristics of various makes of automobiles - special report comparing the cost performance of all automobiles by month and season - special report comparing the cost performance characteristics of vehicles produced as required	Planning and Research Senior Management

COMPONENT NAME: Vehicle Maintenance (continued)

Special Report Request Examples

Cost comparison of various makes of automobiles in terms of purchase cost, gasoline consumption per mile, oil consumption, maintenance costs per mile, etc.

Exception report on those vehicles with the highest costs of operation

COMPONENT NAME: Stores Inventory

General Description

The purpose of the Stores Inventory component is to assist the Stores section with various functions related to inventory control. These functions include the control of:

- inventory levels
- re-order quantities
- storage space
- distribution of inventory items to police personnel.

There are four types of input documents which are processed by this component. They include:

- Item Descriptions
- Inventory Distribution Notice
- Inventory Receiving Notice
- Inventory Order Notice.

These four types of documents are used to update the Stores Inventory file whenever an item in stores is:

- modified to reflect changes in the status information (e.g., storage location, re-order quantity, order lead time, supplier, etc.)
- withdrawn from stores and distributed to an employee
- received as part of a shipment from a supplier
- placed on order with a supplier.

COMPONENT NAME: Stores Inventory

General Description (continued)

All data entry is performed by the staff in the Stores section using an on-line terminal. An Inventory Item Status report can be requested and displayed on a terminal. Four different hard-copy batch reports are output. These include:

- Inventory Receiving Summary
- Inventory Order Summary
- Inventory Distribution Summany
- Inventory Summary

The Personnel History file is updated whenever a police officer receives a piece of equipment or uniform which is intended for personal use while on duty.

COMPONENT NAME: Stores Inventory

Section Responsible for Data Entry

Central Records and Stores

Input Data Types	Sources
Item Description	Stores
Inventory Distribution Notice	Stores
Inventory Receiving Notice	Stores
Inventory Order Notice	Stores

Input Files	Updated Files
None	Stores Inventory
	Personnel History

Number of On-Line Terminal Reports	1
Number of Hard-Copy Batch Reports	4
Special Report Request Feature	No

COMPONENT NAME: Stores Inventory (continued)

On-Line Terminal Reports

Report Type	Primary Users
Inventory Item Status	
keyed by item number listing of data elements describing the status of the specified item produced on demand	Stores

COMPONENT NAME: Stores Inventory (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Inventory Receiving Summary	
listing of items and quantities received by item number produced daily	Stores
Inventory Order Summary	
listing of items and quantities to be ordered by item number produced weekly	Stores
Inventory Distribution Summary	
listing of items and quantities withdrawn from inventory by item number produced daily	Stores

COMPONENT NAME: Stores Inventory (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Inventory Summary organized by responsibility centre code summary report on the value of inventory items distributed to the responsibility centres by type of item produced monthly	Stores Accounting Senior Management

COMPONENT NAME: Registration

General Description

Most police departments perform a registration function within their Central Records sections. Three examples of different types of registration are:

- Firearms
- Block Parent
- Business Security

For these examples, the Registration component would have three different input types including:

- Firearms Registration Form
- Block Parent Registration Form
- Business Security Registration Form.

All on-line data entry is performed within the Central Records section. Abstracts of the individual records can be displayed on terminals located throughout the department. The Master Name Index and the Master Address Index files are updated for each new registration. This component also generates five hard-copy reports, including:

- Firearms Summary
- Business Summary
- Block Parent Summary
- Business Listing
- Block Parent Listing

COMPONENT NAME: Registration

Section Responsible for Data Entry

Central Records

Input Data	Sources
Types	
Firearms Registration Form	applicants
Business Registration Form	businesses
Block Parent Registration Form	parents and Crime Prevention Officers

Input Files	Updated Files
None	Firearms
	Business Security
	Block Parent
	Master Name Index
	Master Address Index

Number of On-Line Terminal Reports	3
Number of Hard-Copy Batch Reports	5
Special Report Request Feature	No

COMPONENT NAME: Registration (continued)

On-Line Terminal Reports

Report Type	Primary Users
Firearms Registration Abstract keyed by firearm registration number a summary display of data related to the specified registration number produced on demand	Central Records Criminal Investigators
Business Abstract keyed by business registration number a summary display of data indicating the after hours contact person for the specified business produced on demand	Central Records Communications Patrol Crime Prevention

COMPONENT NAME: Registration (continued)

Report Type	Primary Users
Block Parent Abstract keyed by block parent registration number a listing of data indicating name, address, telephone number, etc. of specified block parent produced on demand	Central Records Crime Prevention Patrol

COMPONENT NAME: Registration (continued)

Hard-Copy Batch Reports

Report Type	Primary Users
Firearms Summary organized by type of firearm summary listing of frequency counts of the number of firearms registered during the month and the total number of firearms registered by types of firearms produced monthly	Central Records Senior Management
Business Summary organized by beat within area summary listing of frequency counts of the number of businesses registered during the month and the total number of businesses registered by beat within each area produced monthly	Central Records Crime Prevention

COMPONENT NAME: Registration (continued)

Report Type	Primary Users
Block Parent Summary	
organized by beat within area summary listing of frequency counts of the number of homes registered as block parents during the month and the total number of homes registered by beat within area produced monthly	Central Records Crime Prevention
Block Parent Listing	
organized by beat within area summary listing of all block parents by beat within area produced as required	Central Records Crime Prevention
Business Listing	
organized by business number within beat within area listing of all businesses registered for security reasons produced as required	Central Records Crime Prevention

III

TIPS FILES

This chapter contains descriptions of the twenty-nine TIPS files as outlined in Table III.1. The descriptions are broken down into two sections. First, the "File Summary" provides a brief statement of the purpose, and a list of the record types. Second, there is a "Record Summary" for each type of record contained on the files. The data elements are listed and where appropriate, referenced to more detailed descriptions which are contained in the next chapter.

TIPS Files

Table III.1

File Reference Code	File Name	Page Number
ACEXP	Actual Expenditures	
ACSUM	Activity Summary	
ACTLG	Activity Log	
ADUTY	Active Duty List	
BLPAR	Block Parent	
BUDGT	Budget	
BUSUM	Budget Summary	
CASEF	Case Follow-Up	
DOCKT	Court Docket	
DRABS	Dispatch Record Abstract	
FOABS	Field Observation Report Abstract	
FSTAT	Field Statistics	
GAINX	Geo-Coded Address Index	
GUNS	Firearms	
JRABS	Juvenile Report Abstract	
MAINX	Master Address Index	
MJINX	Master Juvenile Index	
MNINX	Master Name Index	
MVCRA	Motor Vehicle Collision Report Abstract	
MVINX	Master Vehicle Index	
ORABS	Occurrence Report Abstract	
PERHS	Personnel History	
PROEV	Property and Evidence	
ROSTR	Duty Roster	
SECUR	Business Security	
SPATT	Special Attention	

Table III.1 TIPS Files (continued)

File Reference Code	File Name	Page Number
STORE	Stores Inventory	
SUSCT	Summons and Summary Conviction Ticket Abstract	
VEHMA	Vehicle Maintenance	

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
ACEXP	Actual Expenditures

CONTENTS AND RECORD TYPES

The purpose of this file is to provide a record of how much was actually spent during a one-month period according to the pre-defined budget line items of expenditure. There is only one record type contained on this file.

FILE REFERENCE CODE	RECORD TYPE
ACEXP	Actual Expenditures

DATA ELEMENT		
Responsibility Centre Code	4	R05
Year	2	
Month	2	
Line Item of Expenditure Code (Account Code)	5	L01
Amount of Actual Expenditure	7	

FILE REFERENCE CODE FILE NAME

ACSUM Activity Summary

CONTENTS AND RECORD TYPES

The Activity Summary file contains records which provide a monthly summary of the records contained on the Activity Log File (refer to ACTLG). There is only one record type contained on this file.

FILE REFERENCE CODE RECORD TYPE

ACSUM Activity Summary

DATA ELEMENT

Responsibility Centre Code	4	R05
Area Code	2	A03
Beat Code	3	B02
Year	2	
Month	2	
Number of Calls-for-Service	5	
Number of Field Observations	5	
Number of Juvenile Reports	5	
Number of Primary Occurrence Reports	5	
Number of Secondary Occurrence Reports	5	
Number of Arrests	5	
Number of Court Hours	5	
Number of Overtime Hours	5	
Number of Regular Duty Hours	5	
Number of Summonses	5	
Number of Summary Conviction Tickets	5	
Number of Motor Vehicle Collision Reports	5	

FILE REFERENCE CODE FILE NAME

ACTLG Activity Log

CONTENTS AND RECORD TYPES

The purpose of the Activity Log file is to provide a summary record of all field activities. There are seven types of records including:

1. Dispatch Summary
2. Occurrence Summary
3. Juvenile Summary
4. Field Observation Summary
5. Activity and Time Report Summary
6. Summons and Summary Conviction Ticket Summary
7. Motor Vehicle Collision Summary

With the exception of the Activity and Time Report Summary, all other record types are generated automatically by the system as a result of the processing of the various report types implied (e.g., Occurrence, Field Observation, etc.).

FILE REFERENCE CODE RECORD TYPE

ACTLG Dispatch Summary

DATA ELEMENT		
Badge Number	5	B01
Responsibility Centre Code	4	R05
Date	6	D01
Time	4	T01
Nature of Complaint	2	N02
Day of Week Code	1	D03

FILE REFERENCE CODE RECORD TYPE

ACTLG Occurrence Summary

DATA ELEMENT

Badge Number	5	B01
Responsibility Centre	4	R05
Date	6	D01
Time	4	T01
Day of Week Code	1	D03
Report Type Code	1	R04
Classification Code	5	C06
Number of Arrests	2	

FILE REFERENCE CODE	RECORD TYPE		
ACTLG	Juvenile Summary		
DATA ELEMENT			
Badge Number		5	B01
Responsibility Centre		4	R05
Date		6	D01
Time		4	T01
Day of Week Code		1	D03
Report Type Code		1	R04

FILE REFERENCE CODE	RECORD TYPE
ACTLG	Field Observation Summary

DATA ELEMENT

Badge Number	5	B01
Responsibility Centre	4	R05
Date	6	D01
Time	4	T01
Day of Week Code	1	D03

FILE REFERENCE CODE RECORD TYPE

ACTLG Activity and Time Report Summary

DATA ELEMENT		
Badge Number	5	B01
Responsibility Centre Code	4	R05
Date	6	D01
Day of Week Code	1	D03
Court Hours	2	
Overtime Hours	2	
Special Duty Hours	2	
Sick Time	2	
Vacation	2	

FILE REFERENCE CODE	RECORD TYPE
ACTLG	Summons and Summary Conviction Ticket Summary

DATA ELEMENT

Badge Number	5	B01
Responsibility Centre Code	4	R05
Date	6	D01
Time	4	T01
Day of Week Code	1	D03
Summons/SCT Indicator Code	1	S07
Offence Type Code	5	O01

FILE REFERENCE CODE RECORD TYPE

ACTLG Motor Vehicle Collision Summary

DATA ELEMENT

Badge Number	5	B01
Responsibility Centre Code	4	R05
Date	6	D01
Time	4	T01
Day of Week Code	1	D03
Collision Type Code	2	C07

FILE REFERENCE CODE	FILE NAME
ADUTY	Active Duty List

CONTENTS AND RECORD TYPES

The purpose of the Active Duty List file is to provide an updated list of all police personnel on-duty and an indication of the specific assignments. There is only one record type contained on this file.

FILE REFERENCE CODE   RECORD TYPE

ADUTY   Active Duty List

DATA ELEMENT		
Badge Number	5	B01
Responsibility Centre Code	4	R05
Area Code	2	A03
Beat Code	3	B02
Unit Code	3	Uol
Date	6	D01
Shift Code	1	S02

FILE REFERENCE CODE FILE NAME

BLPAR Block Parent

CONTENTS AND RECORD TYPES

The purpose of the Block Parent file is to provide easy access to name and address information related to individuals involved in a Block Parent program. There is only one record type contained on this file.

FILE REFERENCE CODE RECORD TYPE

BLPAR Block Parent Summary

DATA ELEMENT

Block Parent Registration Number	6	B04
Date of Registration	6	D01
Name	33	N01
Address	46	A01
Telephone Number	10	
Sex	1	S01
Date of Birth	6	D01
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Date of Last Update	6	D02

FILE REFERENCE CODE	FILE NAME
BUDGT	Budget

CONTENTS AND RECORD TYPES

The Budget file contains two types of records as follows:

1 Manpower

2. Costs

The Manpower records reflect how much of what type of people are required for the budget period. The Costs records reflect in standard accounting terms (i.e., line item budget) the amount requested for the next budget period.

FILE REFERENCE CODE	RECORD TYPE
BUDGT	Manpower

DATA ELEMENT		
Responsibility Centre Code	4	R05
Year	2	
Month	2	
Rank Code	2	R01
Man Hours Required	6	
Regular Duty Hours	6	
Overtime Hours	6	
Date of Last Update	6	D02

FILE REFERENCE CODE	RECORD TYPE		
BUDGT	Cost		
DATA ELEMENT			
Responsibility Centre Code		4	R05
Year		2	
Month		2	
Line Item of Expenditure Code (Account Code)		5	L01
Amount		7	
Date of Last Update		6	D02

FILE REFERENCE CODE FILE NAME

BUSUM Budget Summary

CONTENTS AND RECORD TYPES

The purpose of this file is to provide a monthly summary of the data contained on the Budget and Actual Expenditures files. There is only one record type contained on this file.

FILE REFERENCE CODE	RECORD TYPE		
BUSUM	Budget Summary		
DATA ELEMENT			
Responsibility Centre Code		4	R05
Year		2	
Month		2	
Man Hours Budgeted		6	
Total Amount of Budgeted Expenditures		7	
Total Amount of Actual Expenditures		7	

FILE REFERENCE CODE FILE NAME

CASEF Case Follow-Up

CONTENTS AND RECORD TYPES

The purpose of the Case Follow-Up is to provide a record of all cases requiring some form of follow-up action. There is only one record type required for this file. Each record contains a subset of the data contained in the records of the Occurrence Report Abstract file.

FILE REFERENCE CODE	RECORD TYPE
CASEF	Case Follow-Up

DATA ELEMENT		
Case Number	7	C01
Original Report Date	6	D01
Case Status Code	1	C02
Classification Code	5	C06
Responsibility Centre Code	4	R05
Badge Number of Officer Responsible	5	B01
Date of Previous Follow-Up	5	D01
Expected Date of Next Follow-Up	6	D01

FILE REFERENCE CODE	FILE NAME
DOCKT	Court Docket

CONTENTS AND RECORD TYPES

The purpose of the Court Docket file is to provide a record of each scheduled court case requiring the appearance of a police officer. There is only one record type.

FILE REFERENCE CODE RECORD TYPE

DOCKT Court Docket Schedule

DATA ELEMENT

Court Case Number	10	C09
Date	6	D01
Time	4	T01
Courtroom Number	4	C11
Court Case Type Code	1	C10
Record Key	10	R02
Badge Number of Police Officer	5	B01

FILE REFERENCE CODE	FILE NAME
DRABS	Dispatch Record Abstract

CONTENTS AND RECORD TYPES

The purpose of the Dispatch Record Abstract is to provide summary data related to all calls-for-service. There is only one record type associated with this file - mainly, the Dispatch Summary. One record is created for each call-for-service as recorded by the complaint clerks and dispatchers in the communications section. With a full implementation of Computer-Assisted Dispatch (CAD), the Dispatch Record Abstract file is updated in the process of handling calls-for-service. Without CAD, this file is created/updated by processing the Dispatch Cards which are used by the complaint clerks and dispatchers to record various events and data associated with each call-for-service.

FILE REFERENCE CODE RECORD TYPE

DRABS Dispatch Summary

DATA ELEMENT		
Case Number	7	C01
Date	6	D01
Time Call Received	6	T02
Time Unit Dispatched	6	T02
Time Unit Arrived	6	T02
Time Unit Cleared	6	T02
Priority	1	P03
Nature of Complaint Code	2	N02
Dispatch Address	46	A01
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Complainant's Name	33	N01
Complainant's Address	46	A01
Badge Number of Complaint Clerk	5	B01
Badge Number of Dispatcher	5	B01
Unit Code of Primary Unit Dispatched	3	U01
Unit Code of Back-Up Units Dispatched (Allow 3)	3 x 3	U01
Involvement Code for Other Services (Allow 3)	3 x 1	O02
Report Clearance Code	1	R03

FILE REFERENCE CODE	FILE NAME
FOABS	Field Observation Report Abstract

CONTENTS AND RECORD TYPES

The purpose of the Field Observation Report Abstract file is to provide summary data related to all Field Observation Reports. There are two types of records contained in this file as follows:

1. Field Observation Report Summary
2. Associates

For each reported "Field Observation", there is only one Summary Record, and one Associates record for each person associated with the primary person involved in the field observation situation.

FILE REFERENCE CODE RECORD TYPE

FOABS Field Observation Report Summary

DATA ELEMENT		
Field Observation Report Number	7	F01
Date	6	D01
Time	4	T01
Location Address	46	A01
Intersection Street	18	
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Badge Number of Reporting Officer	5	B01
Badge Number of Second Reporting Officer	5	B01
Primary Person		
Name	33	N01
Address	46	A01
Sex	1	S01
Date of Birth	6	D01
CPIC Criminal History Number	10	
Driver's Licence Number	10	C12
Vehicle Licence Number	10	
Vehicle Licence Year	2	
Vehicle Licence Province Code	3	
Vehicle Type Code	1	V03
Vehicle Make	4	
Vehicle Year	2	

FILE REFERENCE CODE	RECORD TYPE
FOABS	Field Observation Report Summary (continued)

DATA ELEMENT		
Vehicle Colour Code	4	
Known Alias or Nickname (Allow 3 repeats)	3 x 20	
Date of Last Update	6	D02

FILE REFERENCE CODE	RECORD TYPE		
FOABS	Associates		
DATA ELEMENT			
Field Observation Report Number		7	F01
Name		33	N01
Address		46	A01
Known Alias or Nickname (Allow 3)		3 x 20	
Date of Last Update		6	D02

FILE REFERENCE CODE FILE NAME

FSTAT Field Statistics

CONTENTS AND RECORD TYPES

The purpose of the Field Statistics file is to provide a summary record of all field events related to the time and place such events occurred. There are five different record types including the following:

1. Occurrence/Dispatch Statistics Summary
2. Field Observation Statistics Summary
3. Motor Vehicle Collision Statistics Summary
4. Enforcement Statistics Summary
5. Juvenile Statistics Summary

All of these record types are generated by the system as a result of the processing of the various report types implied (e.g., Occurrence, Field Observation, etc.)

FILE REFERENCE CODE	RECORD TYPE
FSTAT	Occurrence/Dispatch Statistics Summary

DATA ELEMENT		
Case Number	7	C01
Date	6	D01
Time	4	T01
Day of Week Code	1	D03
Shift Code	1	S02
Location		
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Nature of Occurrence	2	N03
Classification Code	5	C06
Time Call Received	6	T02
Time Call Dispatched	6	T02
Time Unit Arrived	6	T02
Time Unit Cleared	6	T02
Number of Units Involved	2	

FILE REFERENCE CODE	RECORD TYPE
FSTAT	Field Observation Statistics Summary

DATA ELEMENT		
Field Observation Report Number	7	F01
Date	6	D01
Time	4	T01
Day of Week Code	1	D03
Shift Code	1	S02
Location		
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03

FILE REFERENCE CODE	RECORD TYPE
FSTAT	Motor Vehicle Collision Statistics Summary

DATA ELEMENT		
Motor Vehicle Collision Report Number	10	M06
Date	6	D01
Time	4	T01
Day of Week Code	1	D03
Shift Code	1	S02
Location		
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Collision Type Code	2	C07

FILE REFERENCE CODE RECORD TYPE

FSTAT Enforcement Statistics Summary

DATA ELEMENT

Summons/SCT Indicator	1	S07
Summons/SCT Number	10	S08
Date	6	D01
Time	4	T01
Day of Week Code	1	D03
Shift Code	1	S02
Location		
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Offence Type Code	2	O01

FILE REFERENCE CODE	RECORD TYPE
FSTAT	Juvenile Statistics Summary

DATA ELEMENT		
Juvenile Case Number	7	J01
Date	6	D01
Time	4	T01
Day of Week Code	1	D03
Shift Code	1	S02
Location		
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Nature of Occurrence	2	N03

FILE REFERENCE CODE	FILE NAME
GAINX	Geo-Coded Address Index

CONTENTS AND RECORD TYPES

The purpose of the Geo-Coded Address file is to provide a means for identifying the atom to which a unique street address or set of intersecting streets belongs. There are two types of records:

1. Street Address
2. Intersecting Streets

FILE REFERENCE CODE	RECORD TYPE		
GAINX	Street Address		
DATA ELEMENT			
Street Number Range		10	S06
Street Number Indicator		1	S05
Street Name		18	
Atom Code		4	A04
Date of Last Update		6	D02

FILE REFERENCE CODE	RECORD TYPE
GAINX	Intersecting Streets

DATA ELEMENT

First Street Name	18	
Second Street Name	18	
Atom Code	4	A04
Date of Last Update	6	D02

FILE REFERENCE CODE	FILE NAME
GUNS	Firearms

CONTENTS AND RECORD TYPES

The purpose of the Firearms file is to provide a record of all firearms registered by the police department. There is only one record type contained on this file.

FILE REFERENCE CODE RECORD TYPE

GUNS Firearms

DATA ELEMENT

Firearms Registration Number	10	F04
Date of Registration	6	D01
Carrying Permit Number	10	
Juvenile Permit Number	10	
Business Permit Number	10	
Firearm Type Code	2	F05
Make Code	4	
Calibre Code	4	
Barrel Length	3	
Owner's Name	33	N01
Owner's Address	46	A01
Sex	1	S01
Date of Birth	6	D01
Date of Last Update	6	D02

FILE REFERENCE CODE FILE NAME

JRABS Juvenile Report Abstract

CONTENTS AND RECORD TYPES

The main purpose of the Juvenile Report Abstract is to provide summary data related to all criminal and non-criminal occurrences reported to the police department involving juveniles. There is only one record type.

FILE REFERENCE CODE	RECORD TYPE
JRABS	Juvenile Report Abstract

DATA ELEMENT		
Juvenile Case Number	7	J01
Date	6	D01
Time	4	T01
Badge Number of Reporting Officer	5	B01
Nature of Complaint	2	N02
Classification Code	5	C06
Complainant's Name	33	N01
Complainant's Address	46	A01
Location of Occurrence-Address	46	A01
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Juvenile's Name	33	N01
Juvenile's Address	46	A01
Date of Birth	6	D01
Sex	1	S01
Case Number of Related Occurrence	7	C01
Follow-Up Indicator	1	F06
Expected Date of Next Follow-Up Report	6	D01
Final Disposition Code	1	F03
Date of Last Update	6	D02

FILE REFERENCE CODE	FILE NAME
MAINX	Master Address Index

CONTENTS AND RECORD TYPES

The purpose of the Master Address Index file is to provide a cross reference of all occurrences of all addresses encountered in the local files. The files cross referenced include the following:

1. Occurrence Report Abstract
2. Field Observation Report Abstract
3. Dispatch Report Abstract
4. Personnel History
5. Motor Vehicle Collision Report Abstract
6. Firearms
7. Business Lock-Up
8. Block Parent

There are two types of records associated with the Master Address Index file including:

1. Master Address Index Header
2. Master Address Index Trailer

The records on this file are generated automatically by the system as a result of processing updates to any of the files listed above.

FILE REFERENCE CODE	RECORD TYPE
MAINX	Master Address Index Header

DATA ELEMENT		
Master Address Index Reference Number	7	M02
Street Address	23	
Municipality	16	
Intersecting Street Name	18	
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Hazardous Address Indicator	1	H01
Date of Last Update	6	D02

FILE REFERENCE CODE	RECORD TYPE
MAINX	Master Address Index Trailer

DATA ELEMENT

Master Address Index Reference Number	7	M02
File Reference Code	5	F02
Involvement Code	1	I01
Record Key	10	R02
Date of Entry	6	D01

FILE REFERENCE CODE FILE NAME

MJINX Master Juvenile Index

CONTENTS AND RECORD TYPES

The purpose of the Master Juvenile Index is to provide a cross reference of all occurrences of all juveniles encountered and recorded on the Juvenile Report Abstract file. There are two types of records associated with the Master Juvenile Index file including:

1. Master Juvenile Index Header
2. Master Juvenile Index Trailer

The records on this file are generated automatically by the system as a result of processing updates to the Juvenile Report Abstract file.

FILE REFERENCE CODE	RECORD TYPE
MJINX	Master Juvenile Index Header

DATA ELEMENT

Master Juvenile Index Reference Number	7	M03
Name	33	N01
Sex	1	S01
Date of Birth	6	D01
Date of Last Update	6	D02

FILE REFERENCE CODE	RECORD TYPE		
MJINX	Master Juvenile Index Trailer		
DATA ELEMENT			
Master Juvenile Index Reference Number		7	M03
Juvenile Case Number		7	J01
Date of Entry		6	D01

FILE REFERENCE CODE FILE NAME

MNINX Master Name Index

CONTENTS AND RECORD TYPES

The purpose of the Master Name Index file is to provide a cross reference of all occurrences of names encountered in the local files. The files cross referenced include the following:

1. Occurrence Report Abstract
2. Field Observation Report Abstract
3. Dispatch Record Abstract
4. Personnel History
5. Motor Vehicle Collision Report Abstract
6. Firearms
7. Business Lock-Up
8. Block Parent

There are two types of records associated with the Master Name Index file including:

1. Master Name Index Header
1. Master Name Index Trailer

The records on this file are generated automatically by the system as a result of processing updates to any of the files listed above.

FILE REFERENCE CODE	RECORD TYPE
MNINX	Master Name Index Header

DATA ELEMENT		
Master Name Index Reference Number	7	M04
Name	33	N01
Sex	1	S01
Date of Birth	6	D01
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
MNINX	Master Name Index Trailer

DATA ELEMENT

Master Name Index Reference Number	7	M04
File Reference Code	5	F02
Involvement Code	1	I01
Record Key	10	R02
Date of Entry	6	D01

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
MVCRA	Motor Vehicle Collision Report Summary

CONTENTS AND RECORD TYPES

The purpose of the Motor Vehicle Collision Report Abstract is to provide summary data related to the reporting of motor vehicle accidents. There are three record types including:

1. Motor Vehicle Collision Summary
2. Vehicle Summary
3. Person Summary

For each accident reported, there is one Motor Vehicle Collision Summary record describing various general information related to the incident. For each vehicle involved, there is a Vehicle Summary record; and for each person involved, there is a Person Summary record.

TIPS RECORD SUMMARY

FILE REFERENCE CODE RECORD TYPE

MVCRA Motor Vehicle Collision Summary

DATA ELEMENT

Motor Vehicle Collision Report Number	10	M06
Date	6	D01
Collision Type Code	2	C07
Number of Vehicles Involved	2	
Number of People Involved	2	
Number of Injuries	2	
Number of Fatalities		
Motor Vehicle Collision Location		
Address	46	A01
Intersecting Street	20	
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Time of Day	4	T01
Day of Week	1	D03
Number of Charges	2	
Badge Number of Reporting Officer	5	B01
Badge Number of Investigating Officer	5	B01
Badge Number of Officer Laying Charges	5	B01
Charges Pending Indicator	1	C05
Date Limit for Charges	6	D01
Follow-Up Indicator	1	F06
Follow-Up Date Limit	6	D01
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
MVCRA	Vehicle Summary

DATA ELEMENT		
Motor Vehicle Collision Number	10	M06
Date	6	D01
Owner's Name	33	N01
Driver's Name	33	N01
Licence Number	10	
Licence Year	2	
Licence Province Code	3	
Vehicle Type Code	1	V03
Vehicle Make	4	
Vehicle Year	2	
Vehicle Colour	4	
Damage Estimate	5	
Property Evidence Tag Number (if impounded)	8	P05
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE		
MVCRA	Person Summary		
DATA ELEMENT			
Motor Vehicle Collision Report Number		10	M06
Date		6	D01
Involvement Code		1	I01
Vehicle Licence Number		10	
Name		33	N01
Address		46	A01
Home Telephone Number		10	
Business Telephone Number		10	
Sex		1	S01
Date of Birth		6	D01
Driver's Licence Number		10	
Personal Injury Code		2	P01
Charge Code (Allow 3 repeats)		3 x 4	C04
Wearing Seat Belts Indicator		1	W02
Date of Last Update		6	D02

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
MVINX	Master Vehicle Index

CONTENTS AND RECORD TYPES

The purpose of the Master Vehicle Index file is to provide a cross reference of all occurrences of all vehicle licence numbers encountered in the local files. The files cross referenced include the following:

1. Occurrence Report Abstract
2. Field Observation Report Abstract
3. Motor Vehicle Collision Report Abstract

There are two types of records associated with the Master Vehicle Index file including:

1. Master Vehicle Index Header
2. Master Vehicle Index Trailer

The records on this file are generated automatically by the system as a result of processing updates to any of the three files listed above.

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
MVINX	Master Vehicle Index Header

DATA ELEMENT		
Master Vehicle Index Reference Number	7	M05
Licence Number	10	
Licence Province Code	3	
Licence Year	2	
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
MVINX	Master Vehicle Index Trailer

DATA ELEMENT

Master Vehicle Index Reference Number	7	M05
File Reference Code	5	F02
Involvement Code	1	I01
Record Key	10	R02
Date of Entry	6	D01

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
ORABS	Occurrence Report Abstract

CONTENTS AND RECORD TYPES

The main purpose of the Occurrence Report Abstract file is to provide summary data related to all criminal and non-criminal occurrences reported to the police department. There are several different record types including:

1. Occurrence Summary
2. Complainant
3. Witness
4. Victim
5. Missing Person
6. Suspect
7. Charged/Arrested Persons
8. Vehicle
9. Property
10. Evidence

For each reported occurrence there is only one Occurrence Summary. All other record types may be repeated according to the number of complainants, witnesses, victims, etc., involved in the occurrence report.

The data contained in this file is derived from a variety of input source documents including:

1. General Occurrence Report
2. Fraud Report

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
ORABS	Occurrence Report Abstract (continued)

CONTENTS AND RECORD TYPES

3. Stolen Auto Report
4. Follow-Up Report
5. Missing Person Report
6. Sudden Death Report

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
ORABS	Occurrence Summary

DATA ELEMENT		
Case Number	7	C01
Date of Occurrence	6	D01
Time of Occurrence	4	T01
Badge Number of Reporting Officer	5	B01
Badge Number of Second Reporting Officer	5	B01
Badge Number of Supervising Officer	5	B01
Occurrence Address	46	A01
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Hazardous Address Indicator	1	H01
Number of Follow-Up Report	2	
Date of Last Follow-Up Report	6	D01
Badge Number of Officer Currently Responsible	5	B01
Case Status Code	2	C02
Nature of Occurrence	2	N03
Classification Code	5	C06
Weapons Involved Indicator	1	
Type of Weapons Involved Code	2	T03
Number of Witnesses	2	
Number of Victims	2	
Number of Suspects	2	
Number of Persons Missing	2	

TIPS RECORD SUMMARY

FILE REFERENCE CODE RECORD TYPE

ORABS Occurrence Summary (continued)

DATA ELEMENT		
Number of Personal Injuries	2	
Number of Deaths	2	
Value of Property Stolen	7	
Value of Property Damaged	8	
Value of Property Recovered	7	
Evidence Recovered Indicator	1	E04
Badge Number of Officer Responsible for Evidence	5	B01
Number of People Charged	2	
Number of People Arrested	2	
Charge Code	4 x 5	
(Repeat 4 Times)		
Number of People Charged	4 x 2	
Follow-Up Indicator	1	F06
Date of Next Follow-Up Report	6	D01
Badge Number of Officer Responsible	5	B01
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
ORABS	Complainant

DATA ELEMENT		
Case Number	7	C01
Complainant's Name	33	N01
Complainant's Address	46	A01
Other Involvement Code (Repeat)	2 x 1	I01
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
ORABS	Witness

DATA ELEMENT

Case Number	7	C01
Witness's Name	3	N01
Witness's Address	46	A01
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE RECORD TYPE

ORABS Victim

DATA ELEMENT

Case Number	7	C01
Victim's Name	33	N01
Victim's Address	46	A01
Personal Injury Code	2	P01
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
ORABS	Missing Person

DATA ELEMENT		
Case Number	7	C01
Missing Person's Name	33	N01
Missing Person's Address	46	A01
Date of Birth	6	D01
Sex	1	S01
Approximate Height	3	A02
Physical Characteristics Code	1	P02
Remarks	40	
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE		
ORABS	Suspect		
DATA ELEMENT			
Case Number		7	C01
Approximate Age		2	
Sex		1	S01
Approximate Height		3	A02
Physical Characteristics Code		1	P02
Suspect's Name (if known)		33	N01
Suspect's Address (if known)		46	A01
Suspect's Date of Birth (if known)		6	D01
Remarks		40	
Date of Last Update		6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE	
ORABS	Charged /Arrested Persons	
DATA ELEMENT		
Case Number	7	C01
Name	33	N01
Address	46	A01
Sex	1	S01
Date of Birth	6	D01
CPIC Criminal History Number	10	C12
First Charge Code	2	C04
Second Charge Code	2	C04
Third Charge Code	2	C04
Fourth Charge Code	2	C04
Badge Number of Arresting Officer	5	B01
Badge Number of Second Arresting Officer	5	B01
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
ORABS	Vehicle

DATA ELEMENT		
Case Number	7	C01
Licence Number	10	
Licence Year	2	
Licence Province Code	3	
Vehicle Type Code	1	V03
Vehicle Make	4	
Vehicle Year	2	
Vehicle Colour	4	
VIN	20	
Owner's Name	33	N01
Driver's Name	33	N01
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE		
ORABS	Property		
DATA ELEMENT			
Case Number		7	C01
Property/Evidence Tag Number		8	P05
Property Type Code		2	P07
Estimated Value		8	
Owner's Name		33	N01
Remarks		40	
Date of Last Update		6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
ORABS	Evidence

DATA ELEMENT		
Case Number	7	C01
Property/Evidence Tag Number	8	P05
Property Type Code	2	P07
Badge Number of Officer Assigned Responsible for the Evidence	5	B01
Date of Last Update	6	D02

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
PERHS	Personnel History

CONTENTS AND RECORD TYPES

The purpose of the Personnel History file is to record the various events surrounding each employee in a police department. This file consists of 13 different record types including the following:

1. Biographical and Summary
2. Equipment and Uniform
3. Rank Service
4. Monthly Activity Summary
5. Duty Roster Assignment
6. Current Case Assignment
7. Discipline History
8. Commendation History
9. Training History
10. Skills Inventory
11. Education History
12. Evaluation History
13. Accident History

There is only one Biographical and Summary record for each employee. There may be several records of each of the remaining eleven types of records per employee.

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PERHS	Biographical and Summary

DATA ELEMENT		
Badge Number	5	B01
Current Rank Code	2	R01
Name	48	
Home Address	46	A01
Home Telephone Number	10	
Sex	1	S01
Date of Birth	6	D01
Payroll Number	10	
Social Insurance Number	9	
Health Insurance Number	10	
Marital Status	1	M01
Number of Dependents	2	
Name of Next of Kin	48	
Address of Next of Kin	10	
Telephone Number of Next of Kin	10	
Last Review Date	6	D01
Next Review Date	6	D01
Current Assignment (Responsibility Centre Code)	4	R05
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PERHS	Equipment and Uniform

DATA ELEMENT		
Badge Number	5	B01
Item Number	6	I02
Size	4	
Quantity	3	
Manufacturer's Serial Number	20	
Date Issued	6	D01
Expected Replacement Date	6	D01

TIPE RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PERHS	Rank Service

DATA ELEMENT		
Badge Number	5	B01
Rank Code	2	R01
Start Date	6	D01
End Date (Promoted to Next Rank)	6	D01
Number of Disciplinary Actions	2	
Number of Commendations Awarded	2	
Number of Training Sessions Attended	2	
Number of Evaluations	2	
Average Number of Evaluation Points Awarded	4	E03
Number of Accidents	2	
Number of Days Lost Due to Accidents	4	
Number of Days Lost to Illness	4	
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PERHS	Monthly Activity Summary

DATA ELEMENT		
Badge Number	5	B01
Year	2	
Month	2	
Number of Days on Duty	2	
Number of Days Off	2	
Number of Vacation Days	2	
Number of Sick Days	2	
Number of Overtime Hours	3	
Number of Court Hours	3	
Number of Calls-for-service Attended	3	
Number of Occurrence Reports Submitted	3	
Number of Follow-Up Reports Submitted	3	
Number of Arrests	3	
Number of Appearance Notices	3	
Number of Summary Conviction Tickets and Summonses Issued	3	
Number of Motor Vehicle Collisions Investigated and Reported	3	

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PERHS	Duty Roster Assignment

DATA ELEMENT

Badge Number	5	B01
Start Date of Scheduling Period	6	D01
End Date of Scheduling Period	6	D01
Shift Assignment Code (Allow 28 repeats)	28 x 1	S02
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE		
PERHS	Current Case Assignment		
DATA ELEMENT			
Badge Number		5	B01
Case Number		7	C01
Assignment Start Date		6	D01
Expected Completion Date		6	D01
Date of Last Update		6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE   RECORD TYPE

Discipline History

DATA ELEMENT		
Badge Number	5	B01
Date Associated with Disciplinary Action.	6	D01
Action Taken (Narrative)	60	
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PERHS	Commendation History

DATA ELEMENT

Badge Number	5	B01
Date Commendation Awarded	6	D01
Commendation Narrative	60	
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PERHS	Training History

DATA ELEMENT		
Badge Number	5	B01
Start Date of Training Session	6	D01
End Date of Training Session	6	D01
Number of Contact Hours of Instruction	3	
Results (Course Grade)	3	
Class Standing	3	
Narrative	40	
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PERHS	Skills Inventory

DATA ELEMENT

Badge Number	5	B01
Skill Code	3	S03
Narrative	40	
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PERHS	Education History

DATA ELEMENT		
Badge Number	5	B01
Diploma/Degree Code	2	D04
Date of Graduation	6	D01
Institution Name	20	
Institution Address	46	A01
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE RECORD TYPE

PERHS Evaluation History

DATA ELEMENT

Badge Number	5	B01
Date of Evaluation	6	D01
Evaluation Points Awarded	4	E03
Evaluation Narrative	40	
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PERHS	Accident History

DATA ELEMENT		
Badge Number	5	B01
Date of Accident	6	D01
Time of Accident	4	T01
Narrative	40	
Date of Return to Work	6	D01
Date of Last Update	6	D02

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
PROEV	Property and Evidence

CONTENTS AND RECORD TYPES

The purpose of the Property and Evidence file is to provide the facility for controlling the storage and disposal of various articles turned in as lost and found items, and recovered as evidence. There are two different record types including the following:

1. Property/Evidence Summary
2. Vehicle Summary

The Vehicle Summary record is used to augment the Property/ Evidence Summary record when a motor vehicle is impounded.

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PROEV	Property/Evidence Summary

DATA ELEMENT		
Property/Evidence Tag Number	8	P05
Date of Recovery	6	D01
Related Case Number	7	C01
Date	6	D01
Property/Evidence Indicator Code	1	P04
Bin Number	6	B03
Expected Disposal Date	6	D01
Property Type Code	3	P07
Property ID Number	20	P06
Estimated Value	7	
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PROEV	Vehicle Summary

DATA ELEMENT		
Property/Evidence Tag Number	8	P05
Licence Number	10	
Licence Year	2	
Licence Province Code	3	
Vehicle Type Code	2	V03
Vehicle Make	4	
Vehicle Year	2	
Vehicle Colour	4	
VIN	20	
Vehicle Compound Location Code	2	V01
Date of Last Update	6	D02

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
ROSTR	Duty Roster

CONTENTS AND RECORD TYPES

The purpose of the Duty Roster file is to provide a listing of advance duty assignments of police officers to specific shifts and days off. There is only one record type.

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
ROSTR	Duty Roster

DATA ELEMENT

Badge Number	5	B01
Responsibility Centre Code	4	R05
Start Date of Schedule Period	6	D01
Shift Code (Allow 28 repeats)	28 x 1	S02
Date of Last Update	6	D02

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
SECUR	Business Security

CONTENTS AND RECORD TYPES

The purpose of the Business Security file is to provide a listing of possible contacts in the event that there is a problem with securing a business' premise after closing. There is only one record type containing the name and address of a contact person for each business.

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
SECUR	Contact Person

DATA ELEMENT

Business Registration Number	5	B05
Business Name	20	
Address	46	A01
Telephone Number	10	
Contact Person - After Closing		
Name	33	N01
Address	46	A01
Home Telephone Number	10	
Date of Last Update	6	D02

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
SPATT	Special Attention

CONTENTS AND RECORD TYPES

The Special Attention file provides the facility for storing messages (and ultimately displaying and routing messages) related to the need for special action in specified situations or locations. These special attentions augment the "Daily Bulletin". The Special Attention file contains two record types as follows:

1. Special Attention Header
2. Message Record

There is only one Header Record required for each message. There may be several Message Records, however, depending upon the length of the message.

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
SPATT	Special Attention Header

DATA ELEMENT		
Date of Entry	6	D01
Special Attention Number	3	S04
Badge Number of Officer Sending Message	5	B01
Distribute to		
- Responsibility Centre Code (Allow 5)	5 x 4	R05
- Badge Number of Officer Receiving Message (Allow 10)	10 X 5	B01
Message Distribution Date	6	D01
Shift Code (Allow 3 repeats)	3 x 1	S02
Message Expiry Date	6	D01

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE		
SPATT	Message Record		
DATA ELEMENT			
Date of Entry		6	D01
Special Attention Number		3	S04
Line Number		2	
Message Line (Narrative)		70	

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
STORE	Stores Inventory

CONTENTS AND RECORD TYPES

The purpose of the Stores Inventory file is to provide a record of all items held in stores. There is only one type of record describing the nature of the item and its storage location.

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE		
STORE	Inventory Item		
DATA ELEMENT			
Item Number		6	I02
Item Description (Narrative)		60	
Manufacturer's Serial Number		20	
Bin Number		6	B03
Economic Order Quantity		5	E01
Economic Re-Order Point		5	E02
Consumption Rate (Monthly)		5	C08
Unit Cost		6	
Current Quantity in Inventory		5	
Date of Last Shipment Received		6	D01
Quantity of Last Shipment		5	
Date of Last Withdrawal		6	D01
Quantity of Last Withdrawal		5	
Date of Last Order		6	D01
Quantity on Order		5	
Expected Arrival Date		6	D01
Date of Last Update		6	D02

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
SUSCT	Summons and Summary Conviction Ticket Abstract

CONTENTS AND RECORD TYPES

The purpose of the Summons and Summary Conviction Ticket Abstract is to provide a machine processable record of all summonses and SCTs issued by the police department. There is only one record type contained on this file.

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
SUSCT	Summons and Summary Conviction Ticket

DATA ELEMENT		
Summons/SCT Indicator	1	S07
Summons/SCT Number	10	S08
Court Date	6	D01
Court Time	4	T01
Suspect's Name	33	N01
Suspect's Address	46	A01
Sex	1	S01
Date of Birth	6	D01
Driver's Licence Number	10	
Offence Location-Address	46	A01
Intersecting Street Name	18	
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Offence Type Code	5	O01
Date	6	D01
Time	4	T01
Day of Week Code	1	D03
Badge Number of Officer	5	B01

TIPS FILE SUMMARY

FILE REFERENCE CODE	FILE NAME
VEHMA	Vehicle Maintenance

CONTENTS AND RECORD TYPES

The purpose of the Vehicle Maintenance file is to provide a complete cost and service history of each vehicle operated by the police department. There are five different types contained on this file including the following:

1. Vehicle Description
2. Maintenance Service and Cost
3. Vehicle Equipment
4. Vehicle Assignment
5. Gas and Oil Consumption

There is only one Vehicle Description record per vehicle. There is one Maintenance Service and Cost record for each major service performed on the vehicle. There is one Vehicle Equipment record for each piece of equipment installed on the vehicle. There is one Vehicle Assignment record for each assignment of the vehicle to a particular responsibility centre. Finally, there is a Gas and Oil Consumption record for each month the vehicle is operated.

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
VEHMA	Vehicle Description

DATA ELEMENT		
Vehicle Number	4	V02
Vehicle Type	1	V03
Licence Number	10	
Licence Year	2	
Licence Province Code	3	
Vehicle Make	4	
Vehicle Year	2	
VIN	20	
Date of Purchase	6	D01
Purchase Cost	5	
Current Mileage	6	
Total Gallons of Gas Consumed	6	
Miles per Gallon	4	
Total Quarts of Oil	4	
Total Cost of Gas and Oil	6	
Total Cost of Repairs	6	
Date of Previous Major Service	6	D01
Mileage of Previous Major Service	6	
Expected Mileage of Next Major Service	6	
Date of Last Update	6	D02

TIPS RECORD SUMMARY

FILE REFERENCE CODE RECORD TYPE

VEHMA Maintenance Service and Cost

DATA ELEMENT		
Vehicle Number	4	V02
Date of Service	6	D01
Man-Hours of Labour	3	
Labour Costs	5	
Parts Costs	5	
Total Cost of Service	5	
Service Description (Narrative)	60	

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
VEHMA	Vehicle Equipment

DATA ELEMENT

Vehicle Number	4	V02
Date Equipment Installed	6	D01
Item Code	6	I02
Quantity	2	
Manufacturer's Serial Number	20	
Equipment Description (Narrative)	60	

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
VEHMA	Vehicle Assignment

DATA ELEMENT		
Vehicle Number	4	V02
Responsibility Centre Code	4	R05
Start Date of Assignment	6	D01
End Date of Assignment	6	D01

TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
VEHMA	Gas and Oil Consumption (Monthly)

DATA ELEMENT

Vehicle Number	4	V02
Year	2	
Month	2	
Total Gas Consumption (Gallons)	5	
Total Oil Consumption (Quarts)	5	
Total Cost of Gas and Oil	5	
Mileage at the Beginning of the Month	5	
Mileage at the End of the Month	5	
Date of Last Update	6	D02

IV

DATA ELEMENTS

This chapter contains definitions for several key data elements which are specified in the record descriptions of the TIPS files. All data elements are listed in alphabetical order. The "Data Element Reference Number" is used to uniquely identify each data element described in this chapter, and to provide an easy method for cross-referencing each occurrence of each data element in the TIPS file descriptions.

The sample codes and definitions which are presented for many of the data elements, are intended to serve as illustrations only. They are not intended to be viewed as standards.

TIPS DATA ELEMENT SUMMARY

Data Element Reference Number	DESCRIPTION AND REMARKS

A01 **Address**

This data element is used several times throughout the various files. The 46 characters are structured as follows:

street number - 5 characters
street name - 16 characters
street type (i.e., Rd., Cr., etc.) - 2 characters
apartment number - 4 characters
municipality - 16 characters
province - 3 characters

A02 **Approximate Height**

The 3 characters of this data element are structured as follows:

feet portion of height - 1 character
inches portion of height - 2 characters

A03 **Area Code**

The area code refers to the highest level of aggregation in terms of the geographic definition of the police department's jurisdiction. The term "zone" could also be used to describe this level of geographic breakdown.

Data Element Reference Number	DESCRIPTION AND REMARKS
A04	Atom Code The atom code refers to the lowest level of aggregation in terms of the geographic definition of the police department's jurisdiction. Several "atoms" are contained within a "beat" (refer to B02).

Data Element Reference Number	DESCRIPTION AND REMARKS
B01	Badge Number Badge number refers to the unique number assigned to every police officer and civilian employed by the police department.
B02	Beat Code The beat code refers to the intermediate level of aggregation in terms of the geographic definition of the police department's jurisdiction. "Atoms" aggregate to "beats" which in turn aggregate to "areas". The "beat" is the primary geographic area to which patrol units are assigned.
B03	Bin Number This data element refers to the specific storage location in which recovered property items or stores inventory items are stored.
B04	Block Parent Registration Number This data element refers to the unique number assigned by the police department to a participant in a block parent program.

Data Element Reference Number	DESCRIPTION AND REMARKS
B05	Business Registration Number This data element refers to the unique number assigned by the police department to a business registered for after hours security and access purposes.

Data Element Reference Number DESCRIPTION AND REMARKS

C01 Case Number

The Case Number is assigned at the time a call-for-service is received at the police department. This data element is used as the main method of reference to records contained on the following files:

1. Dispatch Record Abstract
2. Occurrence Report Abstract
3. Case Follow-Up

C02 Case Status Code

The Case Status Code is used to indicate the status of a particular case on file. Some possible codes and their definitions may include the following samples:

Code	Definition
1	Cleared
2	Suspended
3	Active follow-up investigation
4	Inactive (Not Suspended)

Data Element Reference Number — DESCRIPTION AND REMARKS

C03 — Cause of Accident

This data element is a two character code which defines the range of possible causes of accidents involving police officers while on duty. Some possible codes may include the following examples:

Code	Definition
01	Poor road conditions
02	Improper operation of a motor vehicle
03	Third party negligence
04	Third party assault
etc.	etc.

C04 — Charge Code

This data element is a two character code which uniquely defines the type of charge being laid against an individual.

Data Element Reference Number	DESCRIPTION AND REMARKS

C05 **Charges Pending Indicator**

This single character data element is used to indicate whether or not charges are to be laid in connection with a motor vehicle collision. Possible codes and definitions may include the following:

Code	Definition
Y	Yes
N	No
I	Further investigation required

C06 **Classification Code**

The classification code refers to the standard Statistics Canada classification scheme for criminal and non-criminal occurrences. The police department may decide to modify or expand the classification code scheme to meet its particular needs.

Data Element Reference Number	DESCRIPTION AND REMARKS

C07 **Collision Type Code**

The collision type code is used to classify various types of motor vehicle collisions. Some possible codes and definitions may include the following examples:

Code	Definition
01	Single Passenger Car
02	Two Passenger Cars
03	Single Motorcycle
04	Passenger Car and Motorcycle
05	Passenger Car and Pedestrian
etc.	etc.

C08 **Consumption Rate**

The consumption rate data element on the Stores Inventory file refers to the average number of the specified items withdrawn from inventory during a one month period.

Data Element Reference Number	DESCRIPTION AND REMARKS

C09 Court Case Number

This data element refers to the number assigned to a particular case by the court.

C10 Court Case Type Code

This data element is used to indicate the specific police department file which contains police department information related to a particular court case. Possible codes and definitions may include the following examples:

Code	Definition
1	Occurrence Report Abstract File
2	Juvenile Report Abstract File
3	Motor Vehicle Collision Report Abstract File
4	Summons/SCT File

C11 Courtroom Number

This data element refers to the number assigned to each courtroom by the court.

Data Element Reference Number	DESCRIPTION AND REMARKS
C12	CPIC Criminal History Number This data element is used to cross-reference reported incidents involving known criminals to the central criminal history files maintained by CPIC.

Data Element Reference Number — DESCRIPTION AND REMARKS

D01 Date

There are numerous references to this data element in the record summaries. All of these dates are structured according to the following:

Day of Month - 2 characters
Month of Year - 2 characters
Year - 2 characters

D02 Date of Last Update

This data element is structured as defined in data element D01 above. The main purpose of this data element is to provide some measure of control over records which are constantly being updated by the user.

Data Element Reference Number	DESCRIPTION AND REMARKS

D03

Day of Week Code

This data element is used to indicate the day of the week associated with a particular date. Some possible codes and definitions include the following:

Code	Definition
1	Sunday
2	Monday
3	Tuesday
4	Wednesday
5	Thursday
6	Friday
7	Saturday

Data Element Reference Number	DESCRIPTION AND REMARKS
D04	Diploma/Degree Code

This data element is used to define the possible types of degrees and diplomas. Some possible codes and definitions include the following examples:

Code	Definition
01	Grade 12 High School Diploma
02	Grade 13 High School Diploma
03	2 Year Community College Diploma
04	3 Year Community College Diploma
05	B.A.
06	B.A.Sc.
07	M.A.
08	M.B.A.
09	Ph. D.
10	Graduate Diploma

Data Element Reference Number	DESCRIPTION AND REMARKS
E01	Economic Order Quantity This data element refers to the quantity of a particular item in stores inventory which should be ordered from the supplier. The value of this statistic is based upon the following: 1. volume discounts for the supplier 2. capacity to store 3. consumption rate.
E02	Economic Re-Order Point This data element refers to the level of inventory of a particular item in stores at which an order should be issued. The value of this statistic depends primarily on the lead time for receiving the order from the supplier and the consumption rate associated with the item.
E03	Evaluation Points Awarded This data element refers to the number of points awarded to an individual employee of the police department as a result of a formal evaluation procedure.

Data Element Reference Number	DESCRIPTION AND REMARKS
E04	Evidence Recovered Indicator

This data element is used to indicate whether or not evidence has been recovered for a particular case. Codes and definitions include the following:

Code	Definition
N	No
Y	Yes

Data Element Reference Number — DESCRIPTION AND REMARKS

F01 Field Observation Report Number

This data element refers to the unique number assigned to each field observation report.

F02 File Reference Code

This data element is used in the trailer records of the Master Name, Address and Vehicle Index files to indicate which file is cross-referenced. The possible codes and definitions include the following:

Code	Definition
ORABS	Occurrence Report Abstract File
FOABS	Field Observation Report Abstract File
DRABS	Dispatch Record Abstract File
PERHS	Personnel History File
SUSCT	Summons and Summary Conviction Ticket Abstract File
GUNS	Firearms Registration File
BLPAR	Block Parent File
SECUR	Business Security File

Data Element Reference Number	DESCRIPTION AND REMARKS
F03	Final Disposition Code

This data element is used to indicate what happens to a juvenile offender after all court appearances are completed. Some possible codes and definitions include the following examples:

Code	Definition
1	Fined
2	Probation
3	Suspended Sentence
4	Charges Dismissed
5	Charges Withdrawn
6	Sent to Training School

Data Element Reference Number	DESCRIPTION AND REMARKS
F04	Firearms Registration Number

This data element refers to the unique number assigned by the police department to applicants for the registration of firearms.

Data Element Reference Number	DESCRIPTION AND REMARKS
F05	Firearms Type Code

This data element is used to indicate the various types of firearms. Some possible codes and definitions may include the following examples:

Code	Definition
01	Revolver
02	Single Shot Rifle
03	Single Shot Shotgun
04	Multiple Shot Rifle
05	Multiple Shot Shotgun
06	Semi-Automatic Rifle
07	Automatic Rifle
08	Machine Gun
09	Antique (Inoperative)
etc.	etc.

Data Element Reference Number	DESCRIPTION AND REMARKS
F06	Follow-Up Indicator

This data element is used to indicate whether or not any follow-up action is required. Possible codes and definitions include the following:

Code	Definition
N	No
Y	Yes

Data Element
Reference Number

DESCRIPTION AND REMARKS

H01

Hazardous Address Indicator

This data element is used to indicate whether or not a particular address is deemed to be hazardous. Possible codes and definitions include the following:

Code	Definition
N	No
Y	Yes

Data Element Reference Number   DESCRIPTION AND REMARKS

I01   Involvement Code

This data element is used to indicate the type of involvement a particular individual may have had in a reported occurrence or motor vehicle collision. Some possible codes and definitions may include the following examples:

Code	Definition
C	Complainant
W	Witness
M	Missing Person
V	Victim
S	Suspect
A	Charged/Arrested Person
D	Driver
P	Passenger

I02   Item Number

This data element refers to the unique number assigned to each different item in stores inventory.

Data Element Reference Number	DESCRIPTION AND REMARKS
J01	Juvenile Case Number This data element refers to the unique number assigned to each juvenile case.

Data Element Reference Number	DESCRIPTION AND REMARKS
L01	Line Item of Expenditure Code The line item of expenditure codes are used in the preparation of budgets. These codes should follow the scheme established for the general account codes used to record actual expenditures in the accounting system. The 5 character code could be structured to include two parts. The first part could consist of the first 2 digits indicating the major category of expenses. The second part could consist of the last 3 digits indicating the specific type of expenditure.

Data Element Reference Number — DESCRIPTION AND REMARKS

M01 Marital Status Code

This data element is used to indicate the marital status of an employee. Some possible codes and definitions are outlined below.

Code	Definition
S	Single
M	Married
W	Widowed
D	Divorced or Separated

M02 Master Address Index Reference Number

This data element represents the unique number assigned by the system to a new entry to the Master Address Index file.

M03 Master Juvenile Index Reference Number

This data element represents the unique number assigned by the system to a new entry to the Master Juvenile Index file.

Data Element Reference Number	DESCRIPTION AND REMARKS
M04	Master Name Index Reference Number This data element represents the unique number assigned by the system to a new entry to the Master Name Index file.
M05	Master Vehicle Index Reference Number This data element represents the unique number assigned by the system to a new entry to the Master Vehicle Index file.
M06	Motor Vehicle Collision Report Number This data element is used to uniquely identify individual reports related to motor vehicle collision incidents.

Data Element Reference Number	DESCRIPTION AND REMARKS
N01	Name This 33 character data element is structured as follows: - the first 16 characters represent the family name of the individual involved - the next 16 characters represent the first name - the last character represents the middle initial.

Data Element Reference Number	DESCRIPTION AND REMARKS
N02	Nature of Complaint Code

This data element is used at the time a call-for-service is received to indicate the seriousness of the particular call. Some possible codes and definitions are outlined in the following examples.

Code	Definitions
01	Shooting
02	Bomb Threat
03	Robbery
04	Sexual Assault
05	Assault
06	Break and Enter
07	Theft
08	Shoplifting
09	Domestic Dispute
10	Neighbour Dispute
etc.	etc.

Data Element Reference Number	DESCRIPTION AND REMARKS
N03	Nature of Occurrence Code

This data element is used at the time an occurrence report is being written to indicate the type of occurrence. The codes and definitions should be identical to those established for the nature of complaint code (refer to N02 above). It is possible that the nature of occurrence codes are different for the same reported case. A complainant may call in and indicate that a "robbery" is taking place when in fact, an investigation of the occurrence reveals that a "break and enter" actually occurred.

Data Element Reference Number — DESCRIPTION AND REMARKS

001 Offence Type Code

This data element is used to classify the various types of offences related to the delivery of a Summons or Summary Conviction Ticket.

002 Other Services Involvement Code

This data element is used at the time of dispatching units in response to a call-for-service to indicate the involvement of other municipal services. Some possible codes and definitions include the following examples:

Code	Definition
1	Fire Department
2	Ambulance
3	Animal Control
4	Public Works and Maintenance
etc.	etc.

Data Element
Reference Number

DESCRIPTION AND REMARKS

P01

Personal Injury Code

This data element is used to indicate the type of personal injury sustained during some occurrence or motor vehicle collision. Some possible codes and definitions include the following examples:

Code	Definition
01	Multiple
02	Head
03	Back
04	Legs
05	Arms
06	Internal
07	Cuts and Bruises
etc.	etc.

Data Element Reference Code	DESCRIPTION AND REMARKS

P02 **Physical Characteristics Code**

This data element is used to describe the type of physique or build of an individual listed as missing or as a suspect. Some possible codes and definitions are listed below:

Code	Definition
S	Slight
M	Medium
H	Heavy Set

P03 **Priority Code**

This data element is used to indicate the priority associated with a particular call-for-service. Some possible codes and definitions include the following examples:

Code	Definition
1	Urgent
2	High
3	Medium
4	Low

Data Element Reference Number   DESCRIPTION AND REMARKS

P04   Property/Evidence Indicator Code

This data element is used to indicate whether or not a particular article has been recovered as evidence. Possible codes and definitions include the following:

Code	Definition
E	Evidence
P	Property

P05   Property/Evidence Tag Number

This data element represents the unique number assigned by the police department to each article recovered as either found property or evidence.

P06   Property ID Number

This data element describes a particular article in terms of a manufacturer's serial number.

P07   Property Type Code

This data element is used to classify articles according to a pre-defined scheme of codes.

Data Element Reference Number	DESCRIPTION AND REMARKS
R01	Rank Code

This data element is used to indicate the rank or position of an employee in the police department. Some possible codes and definitions include the following examples:

Code	Definition
01	Chief
02	Deputy Chief
03	Superintendent
04	Inspector
05	Staff Sergeant
06	Sergeant
07	First Class Constable
08	Constable
09	Secretary
etc.	etc.

Data Element Reference Number	DESCRIPTION AND REMARKS
R02	Record Key

This data element is used on the Master Name, Address and Vehicle Index files to indicate the specific record referenced on the file specified by the file code. The table outlined below defines the specific data element referenced as the record key for those files cross-referenced by the index files:

File Reference Code	Record Key/ Data Element	Data Element Reference Number
ORABS	Case Number	C01
FOABS	Field Observation Report Number	F01
DRABS	Case Number	C01
PERHS	Badge Number	B01
SUSCT	Summons/Summary Conviction Ticket Number	S08
GUNS	Firearms Registration Number	F04
BLPAR	Block Parent Registration Number	B04
SECUR	Business Registration Number	B05

Data Element Reference Number	DESCRIPTION AND REMARKS

R03 Report Clearance Code

This data element is used at the time a dispatch record is being completed in response to a call-for-service to indicate whether or not an occurrence report is to be submitted. Possible codes and definitions include the following:

Code	Definition
R	Report required
M	Minor occurrence, no report required
U	Unfounded, no report required

R04 Report Type Code

This data element is used to indicate whether a specific occurrence report or juvenile report is a follow-up report or the primary report. Possible codes and definitions include the following:

Code	Definition
P	Primary
F	Follow-Up

Data Element Reference Number	DESCRIPTION AND REMARKS

R05 Responsibility Centre Code

Responsibility centre codes are used to describe the basic organizational components of the police department. Typically, a responsibility centre is headed up by a manager or supervisor who is responsible for all of the personnel and their actions, and the budget required to carry out the functions to be performed. In terms of information processing, responsibility centres are the focal points for the distribution of statistical and management reports. In order to effectively describe a police organization, the centre structure must be developed. Simply stated, this is a "tree-like" structure which indicates the reporting relationships involved for each responsibility centre. Figure IV.1 illustrates a simplified form of responsibility centre structure. The responsibility centres at the top of the tree serve as aggregation points for the reporting of summary statistics. For example, field activity reports generated for the "Patrol" responsibility centre will reflect summary comparison statistics involving the three "Area" responsibility centres reporting to it. The details related to patrol activities, calls-for-service information, etc. are reported for each area, broken down by beat code and atom code. Some possible codes and definitions related to the hypothetical police department responsibility centre structure are outlined below:

Code	Definition
1000	Police Department (Highest level of aggregation)
2000	Office of the Chief
3001	Operations Bureau
3002	Administration Bureau
4001	Patrol Division
4002	Traffic Division
4003	Investigation Services Division
4004	Communications Division
4005	Central Records Division
4006	Training Division
4007	Planning and Research Division
5001	Area 1 Patrol Section
5002	Area 2 Patrol Section
5003	Area 3 Patrol Section
5004	Juvenile Section
5005	Crimes Against Persons Section

Data Element Reference Number	DESCRIPTION AND REMARKS

Code	Definition
5006	Crimes Against Property Section
5007	Fraud Section

Data Element
Reference Number

DESCRIPTION AND REMARKS

S01

Sex

This data element is used to specify the sex of an individual. Possible codes and definitions include the following:

Code	Definition
M	Male
F	Female

S02

Shift Code

This data element is used to indicate the appropriate shift work period. Some possible codes and definitions include the following:

Code	Definition
0	Day Off*
1	First Shift 8:00 am to 4:00 pm
2	Second Shift 4:00 pm to 12:00 pm
3	Third Shift 12:00 pm to 8:00 am

*Note This value used to indicate days off in the Duty Roster and Active Duty List files.

Data Element Reference Number	DESCRIPTION AND REMARKS
S03	Skill Code

This 3 character data element is used to specify the various types of special skills related to employees. The first digit of the code could be used to define broad categories of skills. Some possible codes and definitions include the following examples for the major skill categories:

Code	Definition
100	Police related
101	Breathalyzer Operator
102	Finger Print Analysis
103	Electronic Surveillance
etc.	etc.
200	Trade
201	Mechanic
202	Plumber
203	Electrician
etc.	etc.
300	Business
301	Accounting
302	Statistics
303	Data Processing
etc.	etc.

Data Element Reference Number	DESCRIPTION AND REMARKS

S03

400	Training and Teaching
401	English language
402	French language
403	Mathematics
etc.	etc.
500	Language Skills (spoken)
501	French
502	Italian
503	Spanish
etc.	etc.

S04

Special Attention Number

This data element is used to assign a unique number to special attention messages.

S05

Street Number Indicator

This data element is used to specify which of the following conditions apply with respect to the street number range (refer to S06).

Code	Definition
1	Odd numbers only
2	Even numbers only
3	All numbers within the range

Data Element Reference Number	DESCRIPTION AND REMARKS

S06

Street Number Range

This 10 character data element consists of two five character sub-elements. The first indicates the low street number in the range. The second indicates the high street number in the range.

S07

Summons/Summary Conviction Ticket Indicator

This data element is used to indicate for each record on the Summons/Summary Conviction Ticket file whether it is a Summons or Summary Conviction Ticket. Possible codes and definitions include the following:

Code	Definition
S	Summons
T	Summary Conviction Ticket

S08

Summons/Summary Conviction Ticket Number

This data element represents the unique number assigned to a specific Summons or Summary Conviction Ticket.

Data Element Reference Number	DESCRIPTION AND REMARKS
T01	Time - 4 characters This 4 character data element indicates the time of day using 24 hour clock conventions. The first two characters represent the hour of the day. The last two represent the minutes.
T02	Time - 6 characters This 6 character data element indicates the time of day to the level of detail of seconds using 24 hour clock conventions. The 6 characters represent the following: - first 2 characters, hour of day - middle 2 characters, minutes - last 2 characters, seconds

Data Element Reference Number	DESCRIPTION AND REMARKS

T03 Type of Weapons Involved Code

This data element is used to indicate the types of weapons which have been involved in a reported occurrence. Some possible codes and definitions include the following examples:

Code	Definition
01	Knife
02	Revolver
03	Rifle
04	Machine Gun
05	Explosives
etc.	etc.

Data Element Reference Number	DESCRIPTION AND REMARKS
U01	Unit Code This data element is used to uniquely identify the various police vehicles according to needs.

Data Element Reference Number	DESCRIPTION AND REMARKS
V01	Vehicle Compound Location Code This data element is used to indicate where a recovered or impounded behicle is being held for disposal. A set of codes identifying the various compounds should be developed by the department.
V02	Vehicle Number This data element is used to uniquely identify all vehicles operated by the police department. When a vehicle has been retired from service, the number identifying that specific vehicle is reserved in order to maintain historical performance data. The unit code (refer to U01 above) is different than the vehicle number. The unit code may be transferred from one vehicle to another as vehicles are retired from service.

Data Element Reference Number	DESCRIPTION AND REMARKS
V03	Vehicle Type Code

This data element is used to classify vehicles according to type. Some possible codes and definitions include the following examples:

Code	Definition
1	Passenger Car
2	Motorcycle
3	Motorcycle with side car
4	Van
etc.	etc.

Data Element Reference Number	DESCRIPTION AND REMARKS

W01

Weapons Involved Indicator

This data element is used to indicate whether or not weapons were involved in a particualr reported occurrence. Possible codes and definitions include the following:

Code	Definition
Y	Yes
N	No

W02

Wearing Seat Belts Indicator

This data element is used to indicate whether or not the driver or passenger involved in a motor vehicle collision was wearing a seat belt prior to the collision. Possible codes and definitions include the following:

Code	Definition
Y	Yes
N	No

GLOSSARY OF TECHNICAL TERMS

ADMINISTRATION OF CRIMINAL JUSTICE (System of Criminal Justice): The inter-organizational relationships that exist between law enforcement, prosecution, adjudication, probation, corrections, and parole.

AUTOMATIC DATA PROCESSING (ADP): Denotes both electronic data processing (EDP) and electric accounting machinery (EAM).

BATCH INFORMATION PROCESSING: The function of providing data within some reasonable time, but not simultaneously with operations. This type of processing is frequently accomplished in an off-line mode. Off-line pertains to operating devices not under the direct control of the central processing unit. Batch processing can also operate in an on-line mode.

CATHODE RAY TUBE (CRT): A CRT is a visual display terminal used for inquiry into the memory of a computer system. The terminal consists of a keyboard, a signal generator-interpreter, a buffer, and a visual display screen similar to a television screen.

CENTRAL PROCESSING UNIT (CPU): The component of the computer that contains the main storage, arithmetic unit, and special registers. It is synonymous with Central Processor.

CODE: It is either a system of symbols for representing data or instructions in a computer or a tabulating machine, or it is the translating of a program for the solution of a problem on a given computer into a sequence of machine language or pseudo instructions and addresses acceptable to that computer.

COMPUTER (Digital): An electronic device capable of accepting information and performing prescribed processes to the information and supplying the required results in microseconds.

DATA: Facts used as a source for processing a series of actions or operations directed toward an end; the raw material for the function of information processing.

DATA COMMONALITY: The identification and use of the same data element by more than one person or organization.

DATA FOUNDATION OR DATA BASE: File or files of information existing in permanent or semipermanent storage, excluding transitory or impermanent information to be operated upon by the system or contributing to the operation of the system.

DECISION MAKING: An organizational strategy for mounting a collective response to a problem situation.

DISK: A storage device on which information is recorded on a magnetizable surface. The disks rotate at a high speed, providing rapid (random) access to information.

DRUM: A high-speed, rapid (random) access storage device consisting of a rotating drum coated with a magnetic material upon which data are stored.

GLOSSARY (continued)

ELECTRINIC DATA PROCESSING (EDP): The kind of automatic handling of information which is done by the million-operations-a-second electronic computer.

HARDWARE: Hardware is all of the mechanical, electrical, magnetic, and electronic components forming the equipment portion of an information system.

INFORMATION: Knowledge derived through the analysis of data.

INPUT: The acquisition of data and placement into the system.

INQUIRY (I/O): A device, generally a typewriter keyboard, used to "talk" to the computer, usually to get quick answers to random questions. Also, it may accept new data, send it into the computer for processing, receive the results, and convert them into a usable form.

INTEGRATED INFORMATION SYSTEM: Developing and coordinating the individual elements of a system so as to form a compatible over-all system configuration.

INTERFACE: The intersection or common boundary of two or more logical or physical entities. In the context of this report, to interface two systems or effects is to integrate and coordinate the specific systems or efforts such that the results can be combined to provide a unified solution.

MAGNETIC TAPE: A ribbon of tape impregnated or coated with a magnetic material upon which data may be stored as magnetically polarized spots or wave forms.

GLOSSARY (continued)

MODEL BUILDING: The abstract construction of an ideal state of affairs which usually acts as a guide for subsequent design, development, and implementation of the concept.

OPTICAL SCANNER: A computer input device that recognizes many characters and digits by optical scanning.

OUTPUT: To present the results of the processing or the status of any data stored in the system.

PAPER TAPE: A ribbon-like strip of paper, one inch or less in width, used as a means of recording data in the form of coded perforations.

PROCESSING (of either information or data): To manipulate data according to specified rules.

PROGRAM: A series of instructions which cause a data-processing system to process a specific application.

PUNCHED CARD: A punched card is a card of standard size and shape in which data are stored in the form of punched holes. The hole locations are arranged in 80 or 90 columns with a given pattern of holes in a column representing one alphanumeric character or one digit. The data is read by mechanical, electrical, or photoelectrical sensing of the hole positions.

RAPID ACCESS (Random): Pertaining to the process of obtaining information from or placing information into storage where the time required for the access is independent of the information most recently obtained or placed in storage. This type of process is capable of operating at extremely fast speeds.

GLOSSARY (continued)

REAL-TIME, ON-LINE INFORMATION PROCESSING: Real-time means the processing of information in a sufficiently rapid manner so that the results are available in time to influence the process being monitored or controlled. It is sufficiently fast that there is virtually no passage of time between inquiry and result. On-line pertains to operating devices under the direct control of the central processing unit.

RETRIEVAL: The recovering of desired information or data from a collection of documents or other graphic records.

SIMULATION: This is an exercise which generally uses a computer as a scorekeeper while people make decisions concerning a mathematical model of the business world. The model consists of a group of cause-and-effect formulas that determine what happens when a decision is made by a human competitor.

SOFTWARE: Software includes design documentation, computer programs and their supporting description documentation for operational and support functions, operator methods and procedures handbooks, orientation materials, and system exercising and training materials.

SYSTEM: A set of components and their attributes interrelated by process or structure possessing a functional purpose and organizational unity. Depending on the context it may be either an organization or a set of informational relationships.

GLOSSARY (continued)

SYSTEMS ANALYSIS: A specialized method of subdividing an integrated complex into its more basic parts in order to examine each component's use and relationship to other components. This process requires ascertaining some relatable denominator as quantitative value.

SUBSYSTEM: A subdivision of a system; a system contained within a system.